Catholic Charities
Diocese of Monterey
Providing Help. Creating Hope. Serving All.

Position:	Nutrition & Wellness Specialist I	**FLSA:**	Non-Exempt
Program/Department	Nutrition & Wellness Services	**FTE:**	40 hrs./Week
Supervisor:	Nutrition & Wellness Program Manager	**Salary & Classification:** $22-$24 hourly	
Office Location:	Seaside		

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is a member agency of Catholic Charities USA, the largest network of social service provider in the U.S with 167 agencies nationwide and 12 in the State of California. Catholic Charities Diocese of Monterey serves the counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities is a non-profit, non-discriminatory service organization and employer. We promote equal opportunity in all employment decisions regardless of race, national origin, sex, marital status, physical /mental disability, age or other bases protected by federal, state or local law.

Programs:

The local programs are: Financial Stability Services, Nutrition & Wellness Services, Tattoo Removal Program, and Immigration Legal Services.

Mission: Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

Service • Advocacy • Convening

Vision: Our vision is a thriving community where individuals, regardless of their background or circumstances, have the opportunity to reach their potential and contribute to society.

Values: We will achieve this through our commitment to advocacy and by providing compassionate, inclusive and impactful services while building bridges of hope, mercy and justice to meet the needs of our community.

POSITION SUMMARY:

Under the direction of the Nutrition & Wellness Program Manager, this position is responsible for promoting access to healthy foods and facilitating nutrition education and physical activity sessions for low-income individuals and families in Santa Cruz and Monterey Counties. The role supports community outreach efforts, provides programmatic education, and helps connect participants with available nutrition resources in alignment with program guidelines and applicable state and local regulations.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES :

- Conduct nutrition education and physical activity group sessions to adults and children at different sites in Santa Cruz and Monterey County.
- Support the team in the implementation of Policy, System, and environmental strategies, including gardens, afterschool programs, and physical activity.
- Conduct CalFresh Pre-screening and verify eligibility for services.
- Provide direct client assistance by completing CalFresh and MediCal applications, as well as provide application follow up and advocacy.
- CFHL: Keeps inventory on Program Reinforcement items needed for program activities.
- Plan, organize and attend community outreach events to promote agency programs with a special focus in CalFresh and MediCal enrollment.
- Maintain clear records and documentation as indicated by contracts and grants
- Works with staff across departments to keep up to date outside services information.
- Collects activity and outreach participation logs to report each activity in client database.
- Provide weekly and monthly reports of activities.
- Attend staff meetings and training as needed.
- Support agency-wide outreach as needed.
- Assist the Nutrition & Wellness Program Manager with program needs and help identify potential process improvements.
- Other duties as assigned by the Nutrition & Wellness Program Manager.

QUALIFICATIONS, EXPERIENCE, AND KNOWLEDGE:

- A.A degree in Public Health, Human Services, Social Work or equivalent degree.
- 1-2 years of experience conducting outreach and delivering educational group sessions.
- Basic knowledge of nutrition education curricula.
- Bilingual and Bi literate in English and Spanish required.
- Effective communication and interpersonal skills, both individually and in a group setting.
- Ability to attend occasional evening and weekend outreach events.
- Ability to work in a fast-paced environment.
- Flexibility and willingness to take on new tasks
- Must be comfortable with frequent interruptions.
- Proficiency using excel spreadsheets.

- Knowledge of Santa Cruz, Monterey, San Luis Obispo and San Benito Counties community resources.
- Knowledge of the Principles of Catholic Social Teachings and the ability to link them to practical actions.

LICENSE, CERTIFICATIONS, REGISTRATIONS:

- Valid Driver's License in good standing and vehicle insurance. Must provide own reliable transportation.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required.
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25+ lbs.
- Willing to attend agency outreach with 24 hours of notice.
- The person holding this position is considered a Mandated Reporter under the California Child Abuse and Neglect Reporting Act and is legally required to report any suspicion of abuse or neglect to the relevant authorities.

WORKING CONDITIONS:

- Comfortable office environment
- Some travel to other locations for meetings, training, etc.
- Under the Rehabilitation Act of 1973, Catholic Charites Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

HOURS AND OTHER CONDITIONS:

This is non-exempt, 40 hours/week position. Occasional weekends and evenings will be required. Salary is $22-$24/hour. Catholic Charities offers a full range of employee benefits.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.

To Apply:

Please submit a cover letter & resume to HR@catholiccharitiesdom.org.

Rev. March 2026