

Advertisement – Food Literacy Coordinator



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Are you ready to make a difference?

Join us as a Food Literacy Coordinator on a 12-month maternity leave contract, and play a pivotal role in shaping the next generation of food education programs. In this dynamic position, you'll design engaging content, from educational materials and lesson plans to manuals and practical tools, that inspires healthy eating habits and strengthens food literacy across diverse communities. Working closely with our Operations and Commercial teams, you'll help bring these programs to life with content that is both informative and accessible.

Based out of our Brooklyn and Altona sites, you will also lead the delivery and day-to-day management of the SBCP Cooking Classes, a hands-on food literacy and cooking skills program delivered to parents and students in targeted state schools across Victoria. If you're ready to make a meaningful impact by empowering families with the knowledge and confidence to cook, eat well, and thrive then we'd love to hear from you.

Who is Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 95 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

The culture we promote:

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Victorians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

Imagine a future with us:

- Create and write content such as recipes, lesson plans, tool kits, presentations, and interactive activities that engage learners and promote healthy eating habits.
- Provide food literacy content informed by industry best practice that reflects the diverse needs of the community including cultural and nutritional needs.
- Develop training manuals for food literacy programs.
- Evaluate and revise existing content to ensure accuracy and relevance.
- Coordinate the delivery of the SBCP Cooking Classes program.

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- Implement the Cooking Classes program in identified schools according to agreed targets and timelines.
- Coordinate program scheduling, including school bookings, confirming school approvals, course scheduling, and recruitment of participants.
- Coordinate staffing, logistics, and food procurement for course delivery.
- Ensure the Cooking Classes program aligns with Victorian Government's health promotion in the school framework and any other relevant standards.
- Review all program activities to identify problems and implement continuous improvement processes.
- Train others to facilitate food literacy programs.
- Facilitate food literacy education classes if required, including travel to regional Victoria with the requirement to stay overnight.

Why you're right for us:

- You want to be a part of a brand that's been around for over 95 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Have experience in curriculum development, instructional design, or educational content creation.
- Experienced in designing and facilitating public health/nutrition, dietetics and hands-on cooking programs.
- Worked in the education sector or other relevant community organisations including in a program start-up phase.
- Experience using Salesforce or similar customer relationship management systems.
- Relevant tertiary qualification and/or significant work experience.
- Dietetics or Nutritional background is preferred.
- Strong research skills and the ability to synthesize complex information into clear and engaging content.
- Excellent stakeholder management skills with the ability to influence others to achieve outcomes.
- Excellent interpersonal skills, with an ability to develop positive working relationships with suppliers and stakeholders both internal and external.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member satisfaction rates above 83%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.
- Involvement in the charity work we do and volunteer opportunities.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter