

**Program Educator
Job Description
Food Literacy Center
Sacramento, CA**



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables***. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help kids improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to K-6th graders in low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and how to improve their health. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this Peachy Position:

The Program Educator is a dynamic entry-level position. The person will ensure programs run smoothly and are top quality, providing joyful experiences for children. The ideal candidate is a multidisciplinary Jack/Jill of all trades who has strong communication skills, strong organizational skills, the desire to be part of a nimble, results-oriented team, and a passion for inspiring kids to eat their vegetables.

The Program Educator will work closely with the program manager, operations manager, other educators, partners, and volunteers. This position reports to the Program Manager.

Here's what you'll do as our Program Educator:

Area one of duties:

- Coordinate and schedule food literacy sessions with after-school program site leads
- Handle program logistics, including on-site volunteer coordination, setup, tear down, and program delivery.
- Lead and teach food literacy curriculum to K - 6th students.
- Track program records and reports, such as attendance rosters.

- Conduct surveys and track student evaluations.

Area two of duties:

- Become certified as a Food Genius
- Practice food safety measures at various elementary school sites.
- Handle cleaning, food preparation, packing and transporting supplies, and other physical labor.
- Communicate programmatic needs and changes with the site lead and other program coordinators.

Area Three of duties:

- Plan, Schedule, and coordinate special programs: Kid's Farmer's Market, field trips
- Provide educational and technical training to partners as needed.
- Provide support as needed for the organization. Example: Assisting in Annual Events
- Other duties as assigned.

As Program Educator, you'll exhibit these key job competencies.

Achievement-orientation:

- Demonstrates an ability to meet and exceed goals and expectations. Lives up to the high standard the community expects of our nonprofit, showing attention to detail. Identifies problems and seeks to solve them quickly. Strategizes ideas for program improvement and communicates ideas effectively with the supervisor.

Problem Solving & Decision-Making:

- Demonstrates a strong ability to recognize problems, solve them quickly, and appropriately message changes. Make decisions that consider all stakeholders, and act accordingly.
- Displays comfort with ambiguity but has a strong bias for structure and results. Flexibility, resilience and perseverance when faced with obstacles and competing deadlines with limited resources. Shows sound and thoughtful decision-making ability.

Project Management:

- Demonstrates a strong ability to balance multiple competing priorities daily. Demonstrates an ability to prioritize, and take action accordingly.

Innovative Thinking:

- Demonstrates an ability to create processes and systems to streamline internal operations.
- Demonstrates a high level of comfort with ambiguity, and an ability to create order. Demonstrates an aptitude for framing problems as opportunities, and always pushing to further streamline.

Positive Attitude:

- Exudes a positive outlook and attitude, especially during stressful or difficult times. Helps maintain the joyfulness of the Food Literacy Center culture.

All About You!

You'll be successful in this position if you:

- Have a deep commitment to the mission of Food Literacy Center
- Have a passion for and experience working with children.
- Have 1-2 years of teaching, food service or public health experience.
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information
- Have a high degree of comfort with change and ambiguity
- Have strong communications skills.
- Ability to work well in a collaborative, team environment.

Extra points if you have:

- Have experience working in a small, entrepreneurial, growing team
- Have experience working with food literacy
- Have experience working with nonprofits
- Have basic cooking skills. (Home cooking is OK!)
- Speak Spanish or Hmong

Other Things to Know:

We offer a unique, vegetable-oriented work culture that celebrates teamwork, health, and vegetable eating.

- This is an at-will, non-exempt, full-time, on-site position. Compensation is \$20-22/hour DOE during 2024. Averages 40 hours a week.
- **REQUIRED:** Must have availability between 10:00 - 6:30 PM Monday through Thursdays and Fridays 9:00 am - 5:30 pm and does require some evenings and weekends.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position may require some nights and weekends
- You'll need to be able to lift 40 lbs of food and supplies.
- This position requires you to travel throughout Sacramento, so a California driver's license is required.
- There is moderate local travel required in this position -- you'll be traveling back and forth between offices and schools.
- We love our veggies, so a vegetable costume may be worn on occasion.
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will pay for and provide the resources necessary to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination is required.

Ready to apply? Great! Check out the next steps below.

Please submit a resume and thoughtful cover letter outlining the unique value you will bring to our organization to cindy@foodliteracycenter.org, subject: Program Educator- Last Name. This position will remain open until filled.

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.

Benefits include cell phone reimbursement, health care, Simple IRA match, vacation & sick leave.