

Part-Time Operations Manager

Food Literacy Center
Sacramento, California



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 individuals improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to 1,000 (and growing!) K-6th graders in low-income schools a week, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. 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.
- Overweight kids have a 70-80% chance of staying overweight for their entire lives, and 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, friendships, 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:

This is an exciting role at Food Literacy Center. The Operations Manager role serves many functional areas. The main responsibility is to streamline and optimize the operations of our growing nonprofit. This role reports directly to the CEO and manages all administrative and operational duties for Food Literacy Center. The Operations Manager works highly collaboratively with all members of the team. This role is an exciting opportunity for a highly organized, driven professional. This is an in-person job working from our new cooking school (no hybrid or telework).

Here's what you'll do as the Operations Manager:

Collaborate closely with staff to drive efficient and effective ongoing operations of our nonprofit.

- Work in collaboration with the program team to ensure required school and district partnerships paperwork and contracts are up-to-date, signed and all terms are met on time. This includes: Request for Proposals (RFP), Memorandum of Understandings (MOUs), district/ school contracts, invoicing, payment collection, etc.
- Assist with volunteer program logistics as needed, including paperwork and fingerprinting.
- Manage the logistics of our new farm construction, including working with contractors and meeting school district compliance.
- Ensure accurate nonprofit bookkeeping, accounts payable, accounts receivable, and process payroll. Understand 501c3 bookkeeping best practices.
- Build and maintain strong relationships with the team. Serve as a trusted operational and efficiency adviser.

Lead on projects to keep the nonprofit organized and efficient. This will include projects like:

- Coordinate human resources paperwork - including volunteers and staff. This will include benefits

- administration, payroll, and all other annual record-keeping duties.
- Lead on all operational issues as they arise, including IT and technology related needs.
- Manage the office including all lease agreements, facilities issues, service repairs, supply ordering, and the like.
- Manage and support vendor relationships.
- Manage all paperwork for audits, internal and external.



Provide day-to-day oversight and administrative support by managing a highly functional office and by supporting the CEO.

- Schedule meetings and trainings.
- Build and maintain a written process manual for all operational duties and tasks.
- Maintain all relationships and systems to enhance operational efficiency.
- Build and maintain meaningful relationships with volunteers.
- Assist with events, fundraising, and other program and development logistics.
- Run payment processing at special events, including on some nights and weekends.
- Other duties as assigned.

In addition, we hope you will grow in this position as we grow as an organization. You'll collaborate with the CEO on other duties, strategies, and initiatives as needed.

You'll exhibit these competencies:

Relationship Development & Communication:

- Develop and maintain positive relationships with teammates, stakeholders, and vendors. Demonstrate an ability to effectively communicate with a variety of folks, and manage a portfolio of operations-related relationships well. Ability to remain positive and goal-oriented in the face of competition for time and resources.

Problem Solving & Decision-Making:

- Demonstrate a strong ability to recognize problems, solve them quickly, and appropriately message all shifts. Make decisions that consider all stakeholders, and act accordingly.
- Display comfort with ambiguity but have a strong bias for structure and results. Flexibility, resilience, and perseverance when faced with obstacles and competing deadlines with limited resources. Show quick, sound decision-making ability.

Project Management:

- Demonstrate a strong ability to balance multiple competing priorities daily. Demonstrate an ability to prioritize, and take action accordingly. Consider all stakeholders and implications in projects that are cross-functional. Demonstrate an ability to rally a variety of stakeholders to meet a goal.

Innovative Thinking:

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

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 supervisor.

Positive Attitude:

- Exudes a positive outlook and attitude, especially during stressful or difficult times. Acts as a culture carrier to 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
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information
- Have proven success with nonprofit administrative and operational work that propels our mission forward
- Live into our team's values and behaviors
- High degree of comfort with change and ambiguity
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Have a bachelor's degree or equivalent experience



Extra points if you

- Have experience working in a small, 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, healthy work culture that celebrates teamwork and vegetable eating!

- This is a non-exempt, part-time, hourly position. The position averages 20 hours per week, but during busy cycles such as audits and tax season, may increase. Compensation starts at \$28/hour DOE.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position does require some nights and weekends, and availability during the end-of-year holiday giving season, including December 31.
- You'll need to be able to lift 50 lbs
- This position requires you to travel to various school sites, so a California driver's license and proof of insurance are required
- 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 provide the resources 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!

Please submit a resume and thoughtful cover letter to amber@foodliteracycenter.org, subject: Operations Manager. In your letter, please describe the most successful project you worked on--and tell us why you are proud of it. This position will remain open until filled. *No phone calls, please.*

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