

**Program Manager  
Food Literacy Center  
Sacramento, California**



**Job Description**

**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-6<sup>th</sup> 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 children of color.
- Obesity is now regarded as more damaging than smoking or drinking.
- 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](http://www.foodliteracycenter.org).

**About this peachy position:**

This is an exciting opportunity for a creative and organized leader to design, implement, and grow a variety of food literacy programs—including Plant Parts Cafe, education on the farm, farm development, and farm sales. This position blends program management, culinary leadership, and community engagement and reports to the Program Director. This person will bring the CEO's vision for these programs to life, working closely with the CEO, farmer, farmers market manager, and program team. This position will start with 3-5 direct reports.

Here's **what you'll do** as the Program Manager:

**Program Development & Oversight**

- Design, implement, and evaluate new programs including: Plant Parts Cafe, education on the farm, farm sales, and development of the farm, etc.
- Develop program goals, objectives, and work plans
- Track key performance indicators and measure outcomes
- Continuously improve program delivery based on data and feedback
- Develop and manage program budgets
- Monitor expenses to ensure programs operate within budget
- Report program financial performance to leadership
- Other duties as assigned



## **Staff & Volunteer Management**

- Hire, train, supervise, and evaluate program staff and consultants
- Create professional development opportunities for staff
- Manage volunteer engagement in support of program activities
- Supervise and support a growing team including 3 culinary staff, a farmer, and several consultants
- Other duties as assigned

## **Partnerships & Collaboration**

- Build and maintain relationships with community partners, including church groups, governments, schools, etc.
- Represent the organization at community meetings, coalitions, and events
- Collaborate cross-functionally with other teams (development, marketing, operations)

## **Grant Management & Reporting**

- Write and contribute to grant applications
- Prepare grant reports with data, narratives, and success stories
- Ensure programs meet grant deliverables and timelines
- Other duties as assigned

## **Strategic Planning**

- Support long-term program planning and scaling efforts
- Align programs with the organization's strategic priorities
- Identify opportunities for program innovation and growth
- Other duties as assigned

## **Communications & Advocacy**

- Develop program materials (curriculum, toolkits, manuals)
- Share program successes through storytelling and reporting
- Advocate for program priorities within the organization and in the community
- Other duties as assigned

## **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 5+ years experience in nonprofit leadership or related field
- Have experience managing staff and contractors
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain the confidentiality of sensitive information
- Reflect 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, 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, healthy work culture that celebrates teamwork and vegetable eating!

- This is an at-will, exempt, full-time, on-site position. Compensation starts at \$68,640.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position needs to work a Saturday schedule several weeks during farmers market season and for other special events and does require some evenings and weekends. During non-market weeks, this position works Monday through Friday.
- You'll need to be able to lift 25 lbs of supplies.
- 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.

*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.*

***How to apply:***

*Ready to turnip the beet? Send your resume and a brief cover letter to [amber@foodliteracycenter.org](mailto:amber@foodliteracycenter.org)*

*Applications accepted until position is filled.*