

Program Manager 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, AmeriCorps members and staff to help individuals improve their knowledge, attitude, and behavior towards real food. Partnering with afterschool programs and libraries, we teach food literacy education to 1,200 (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:

The Program Manager is an integral role to the success of Food Literacy Center, and is responsible for the execution of successful programming. Reporting to the Operations Director and supervising the Volunteer & Program Coordinator, the Program Manager maintains program operations and manages the AmeriCorps program and members. The Program Manager role requires someone savvy in experiential education, and able to manage and motivate a diverse group of energetic AmeriCorps service members. This is a fantastic opportunity for someone who is excited to roll up their sleeves and make deep impact in the lives of Sacramento youth!

Here's what you'll do as our parsnip Program Manager:

Successfully manage programming in 10+ schools, ensuring consistent program quality. Manage day-to-day operations of successful program execution. Manage AmeriCorps programming, including direct management of AmeriCorps members.

Program Management

- Manage after school programming at 10+ schools, and additional programming at community outreach events, including libraries:
 - Manage logistical details soup-to-nuts
 - Build and sustain beneficial relationships with school personnel and afterschool providers
 - Recruit schools and afterschool programs for programming, as needed
 - Coordinate MOU process
 - Manage programming calendar
 - Ensure execution of programming is top-notch and meets Food Literacy Center standards of excellence

- Meet program targets and objectives as defined by CEO/Founder and funding contracts
- Create and update programming budgets, in collaboration with CEO/Founder, Operations Director and Operations Specialist
- Manage program evaluation process and disseminate results to staff, Board of Directors, and funders. Use evaluation results to improve programming.
- Assist CEO/Founder, Operations Director, and other staff in strategic direction of programming and curriculum

AmeriCorps Program Management

- Supervise AmeriCorps members
- Coordinate AmeriCorps onboarding and training.
- Provide ongoing performance appraisals of members in accordance with Food Literacy Center and AmeriCorps standards.
- Facilitate AmeriCorps grant execution, including communication with California Volunteers
- Oversee AmeriCorps member recruitment and EGrants processing

Food Literacy Academy

- Oversee Food Genius certification for staff and AmeriCorps members
- Collaborate with CEO/Founder on strategic vision for Food Literacy Academy
- Execute Food Literacy Center Academy for community members

Grant Management & Reporting

- Manage grant reporting process for key grant funding, including AmeriCorps and Dignity Health
- Provide program data and evaluation results as needed to staff as needed to update funders on program impact

Outreach

- Represent Food Literacy Center and CEO/Founder as needed at community programming/outreach events and speaking engagements with funders, community partners, etc.
- Represent Food Literacy Center at meetings, conferences, etc.

As Program Manager, you'll exhibit these 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.
- *Communication:* Demonstrates strong verbal and written communication skills and able to communicate clearly across a broad spectrum of platforms in innovative and compelling ways.
- *Leadership and Management:* Demonstrates a mastery of skills and ability to lead and motivate staff, managing the work effectively. Big picture thinker, with the ability to execute at a tactical level.
- *Relationship Development:* Builds transformative working relationships with partners, volunteers, organizations and team members to meet mutual goals
- *Project Management:* Organizes the work, sets priorities and determines resources needed to achieve goals. Always works from a plan.
- *Collaborative and Team Focused:* Thrives in a team atmosphere. Works closely and collaboratively across organization, including CEO/Founder, Board of Directors, Leadership Team, Staff, AmeriCorps members and volunteers.

All about you!

You'll be successful in this position if you

- Have a deep commitment to the mission of Food Literacy Center

- Have proven success with 3+ years in program execution in high growth environments
- Have experience leading and managing a team; AmeriCorps service member management a plus
- Have experience in child/youth development or early childhood education
- High degree of comfort with change and ambiguity, and are excited by the opportunity to work for an organization in high-growth mode
- Are highly motivated, able to self-manage, flexible, able to multitask, and maintain confidentiality of sensitive information
- Have an understanding or familiarity with AmeriCorps, local food, food systems, and nutrition.
- Have a bachelor's degree or equivalent experience counts, too!

Extra points if you

- Have experience working in a small, entrepreneurial, growing team
- Have experience working with food literacy and/or AmeriCorps programs. AmeriCorps service member alumni encouraged to apply!
- Have experience working with nonprofits
- Have basic cooking skills. (Home cooking is OK!)

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is a regular, exempt position that is benefits-eligible. Compensation is \$45,000-\$50,000, depending on experience
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position does require some nights and weekends
- You'll need to be able to lift 40 lbs
- This position requires you to travel locally throughout Sacramento, so reliable transportation, a California driver's' license and proof of insurance are required
- There is minimal travel outside of the area required for this position. Expect to travel 1-3 times per year
- 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
- Additionally, you must pass a Department of Justice background check and have a negative TB test

Ready to apply? Great!

Please submit a resume and thoughtful cover letter to carmen@foodliteracycenter.org, subject: Program Manager. Please include your compensation needs in your cover letter. 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.

Benefits include cell phone reimbursement, health care, and a generous PTO package.