

Program Manager or Director
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 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.
- 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.

About this peachy position:

The Program Manager or Director (depending on qualifications) is an integral role to the success of Food Literacy Center, and is responsible for the execution of successful programming. Reporting to the Executive Director and supervising the Volunteer & Program Coordinator and the Food Genius Supervisor, the Program Manager maintains program operations. The Program Manager role requires someone strategic in program design, experiential education, and able to manage and motivate others. 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!

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. Strategic 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 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 Executive Director, Board of Directors, staff, community partners and volunteers.
- ***Real world experience:*** Has a demonstrated history of meaningful work at the grassroots community level. Can identify problems and creative solutions within program design. Not only understands program theory, but has participated in (and learned from) acting on it in the real world.

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

Successfully manage programs in 8+ schools, ensuring consistent program quality. Manage day-to-day operations of successful program execution.

Program Design & Management

- Design new educational programs for future cooking school by collaborating with & seeking input from community experts, community members, school faculty, and funders. Design should include strategic goals, measurement tools, managing logistics, and following the budget.
- Manage staff & volunteers to deliver afterschool programs at 8+ schools, and additional programs at community outreach events:
 - Build and sustain beneficial relationships with school personnel and afterschool providers
 - Recruit schools and afterschool programs for programming, as needed
 - Ensure execution of programming is top-notch and meets Food Literacy Center standards of excellence
- Meet program targets and objectives as defined by Executive Director and funding contracts, and make strategic recommendations
- Create and update programming budgets
- Manage program evaluation process and disseminate results to staff, Board of Directors, and funders. Use evaluation results to improve programming.
- Oversee volunteer program, providing strategic guidance to Program & Volunteer Coordinator
- Train and supervise program staff and volunteers

Food Literacy Academy

- Oversee Food Genius certification for staff
- Make strategic recommendations for Food Literacy Academy audiences & training improvements
- Execute Food Literacy Center Academy for community members

Grant Writing, Management & Reporting

- Manage grant reporting process
- Analyze program data and evaluation results for program improvements. Work with marketing team to communicate to stakeholders
- Write grants

Outreach

- Represent Food Literacy Center as needed in the community, including some speaking events.
- Represent Food Literacy Center at meetings, conferences, etc.

All about you!

You'll be successful in this position if you

- Have proven success with 10+ years in nonprofit program execution in grassroots communities
- Have experience leading a team
- 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 a bachelor's degree or equivalent experience counts, too!

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. Benefits include cell phone reimbursement, health care, and a generous PTO package. Compensation is \$45,000-\$60,000, depending on experience
- Given that we are a young, growing nonprofit, a flexible schedule is necessary. This position does require some nights and weekends
- You'll need to be able to lift 50 lbs
- This position requires you to travel locally throughout Sacramento, so reliable transportation, is required. Our mileage reimbursement rate is .55/mile.
- 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 amber@foodliteracycenter.org, subject: Program Manager. In your letter, please describe the most successful program you have designed--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.