

**Part-Time Temporary 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-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 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](http://www.foodliteracycenter.org).

**About this Peachy Position:**

The part-time, temporary 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, and volunteers. This position reports to the Program Manager.

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

- Handle program logistics, including on-site volunteer coordination, setup, tear down, and program delivery.
- Track program records and reports, such as attendance rosters.
- Pack and transport program materials to sites.
- Practice food safety measures at various elementary school sites.
- Handle cleaning, food preparation, hauling supplies, and other physical labor.

- Coordinate programmatic information with volunteers, interns and site leads.
- Lead and teach food literacy curriculum to K - 6th students.
- Conduct surveys and track student evaluations.
- Communicate programmatic needs and changes with site lead and other program coordinators.
- Become certified as a Food Genius
- Provide support as needed for the organization.
- Other duties as assigned.

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

- *Organized:* Shows a strong ability to plan. Keeps accurate and timely records, and strives to meet and exceed program and organizational goals.
- *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.
- *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 some experience working with children or youth.
- Align with our team's values and behaviors
- Have a high degree of comfort with change and ambiguity
- Have strong communications skills.
- Are comfortable toggling between functions and roles.
- Ability to work well in a collaborative, team environment.
- Comfortable and excited to teach youth.
- Have the ability to organize and prioritize assignments and tasks, as well as adapt and react quickly as projects evolve.
- Have an Associate Degree or equivalent experience.
- Have an understanding or familiarity with local food, food systems, and nutrition

*Extra points if you have:*

- Have customer service or sales experience
- Have experience working in a small, entrepreneurial start-up team
- Have experience volunteering 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 a non-exempt, part-time, temporary position that pays \$18/hour DOE. Averages 20-24 hours a week.
- Most programming follows the school year calendar, with breaks during holidays and between each session.
- **REQUIRED:** Must have availability between 12:00 - 6:30 PM Monday through Thursdays and Fridays 9:00 am - 12:00 pm.
- 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 50 lbs of food and supplies.
- This position requires you to travel throughout Sacramento, so a California driver's license are 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](mailto: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 and sick time.*