



POSITION AVAILABLE: Program Manager - Community Food Education

Job Overview and Requirements Interested in using your love of food and nutrition to improve community health and wellness? Eager to use your leadership, organizational, and communication skills to contribute to food security? Do you want to be challenged at work, learn new skills, work in an organization that values equity and community engagement, have a lot of fun, and make a significant impact? Manna Food Center is seeking a Program Manager to lead our Community Food Education, designed to support the health of residents qualified for Manna's food distribution services.

Our Story: Manna Food Center has been providing food assistance to residents of Montgomery County, MD for nearly 35 years. Through food distribution programs, nutrition education, and local advocacy Manna is creating a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity. For the past seven years Manna has prioritized nutrition as part of our strategy for a hunger-free Montgomery County.

We are in need of an experienced manager who can work with the rest of the Programs team to shape and implement an ambitious strategic plan. The Program Manager is responsible for planning and implementing the community food education programs at Manna. The Manager will also create and execute monitoring and evaluation strategies to ensure that program outcomes are met.

Reports to: Director of Programs, Jenna Umbriac

Essential Responsibilities

- Integrate food education, as appropriate, into all of Manna's food security activities. This includes both indirect (printed information and recipes) and direct (workshops) health promotion and includes but is not limited to:
 - Creating new and/or utilizing existing wellness curricula to promote healthy eating knowledge and behavior in participants of diverse ages, cultural backgrounds, and/or literacy levels. Educational activities will be conducted in English, Spanish, and other relevant languages.
 - Utilizing available commercial kitchen space to offer hands-on cooking education and demonstrations during pantry distributions and to the community at-large.
- Engage with skilled volunteers and create a train-the-trainer model to amplify capacity of Community Food Education team.
- Manage Manna's commercial kitchen at Silver Spring United Methodist Church (SSUMC). Specifically, notify SSUMC staff of repair or maintenance needs, maintain kitchen use schedule, and create systems to ensure kitchen is used in accordance with food safety principles.
- Collaborate with multiple teams across Manna and oversee development of cohesive educational materials and resources for a variety of audiences.
- Continually devise and apply ways to include Manna participants in program design and implementation.
- Directly supervise, coach, evaluate and support Manna's Mobile Kitchen Coordinator in creating and achieving the goals of that program.

- Contribute to Development and Communications team activities that:
 - inform stakeholders, including donors, of Manna's programs and successes via social media and other channels
 - recruit and manage volunteers as needed to meet program goals.
 - establish accurate program goals, statistics, and outcomes and ensure that they are incorporated into grant applications and reports to support revenue generation and sustainability
- Advance and maintain an organizational culture that prioritizes health via an employee wellness program and other strategies.

Our Hiring Process

We will accept and review **resumes with cover letters** until the position is filled.

Please submit your resume and cover letter to jobs@mannafood.org.

If your resume wows us, you will be contacted to schedule a phone interview. Finalists will be invited to attend an in-person one-hour interview before we make a formal offer.

Manna Food Center is an equal opportunity employer. We are focused on equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. The ideal candidate for this position would have a demonstrated knowledge of the intersection between poverty and race and have experience working in communities of color.

Essential Requirements

- A great sense of humor!
- Commitment to Manna's mission, vision and core values of Respect, Service, and Partnership.
- Spanish language fluency, both spoken and written, preferred.
- Degree/certificate in nutrition, public health or similar field with knowledge of basic human nutrition principles.
- ServSafe certification and Certified Food Manager status or ability to obtain certification and manager status within 90 days of hiring.
- Experience teaching and facilitating individual and group health/wellness workshops.
- Minimum 1 year of supervisory experience
- Strong public speaking skills
- Strong writing skills
- Ability to multi-task effectively and handle a wide variety of concurrent responsibilities
- Excellent communication, organizational and time management skills
- Proven proficiency with Microsoft Office software suite
- Ability to work evenings and weekends as needed in order to host classes at times convenient for the intended audiences.

Compensation and Benefits

Salary range of \$45,000-\$50,000 with the opportunity for an annual merit-based raise. Salary negotiable and based on experience. Full-time, non-exempt position, working 40 hours per week. We believe in work-life integration and are committed to keeping the workload in alignment with the true hours worked. 10 days of paid vacation, 10 paid holidays (including employee's birthday), 3 paid personal days, and 10 days paid health leave yearly

Upon successful completion of 60 days of employment, we offer an optional employee health plan and, after 90 days, the option to invest in an Individual Retirement Account (IRA) with Manna matching employee contributions up to a maximum of three percent of pay.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move objects up to 50 pounds. The employee must be able to stand continuously for up to 3 hours at a time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions

While packing and distributing food, the employee may be exposed to a wide array of environmental conditions including extreme heat and cold, rain, snow and ice. The employee must be able to work in these conditions for up to 3 hours at a time.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are subject to change at any time. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Manna is an Equal Opportunity Employer.