



FOOD for Lane County Youth Nutrition Programs Manager Job Description

POSITION TITLE: Youth Nutrition Programs Manager

RESPONSIBLE TO: Programs and Services Director

CLASS: Exempt

SALARY: \$42,000- \$45,000/yr. Health insurance added after 60-days; other benefits added after 90-day mutual trial period completed.

SUMMARY OF POSITION: FOOD for Lane County is seeking a dynamic individual capable of taking on multiple responsibilities and oversight of several programs, as well as the ability to form new partnerships and facilitate collaborations between schools, school districts and parent-teacher organizations, with the goal of alleviating childhood hunger in Lane County. This position supervises the planning and implementation of the Summer Food Program, which operates at more than 40 sites to feed children when the National School Lunch Program is not in operation. Additionally, coordinates two supplemental child nutrition food programs. This position works as a member of the Partner Agency Services team to coordinate all aspects of partnerships with schools and youth programs. Ensures the delivery of quality programs according to all relevant policies, guidelines, and procedures. Develops and supports programs that result in greater food security and quality of life for children and youth in Lane County.

PROGRAMS SUPERVISED: Summer Food, Snack Pack, Cereal for Youth, School Pantries and partnerships

PRIMARY TASKS & RESPONSIBILITIES:

OVERALL PROGRAM LEADERSHIP

- Develop, implement and evaluate all aspects of FFLC's youth nutrition programs
- Prioritize building and maintaining community partnerships, particularly with schools, school districts and youth organizations
- Responsible for compliance of all United States Department of Agriculture, Oregon Department of Education, Oregon Food Bank, and other state and federal regulations
- Serve as the principal liaison with Oregon Department of Education
- Develop annual program goals and objectives and participate in evaluation
- Accurately track and submit monthly and annual reports of impact and statistics
- Strive to continually improve the quality of the food offered through programs

SUPERVISION AND MANAGEMENT

- Responsible for recruiting, hiring, training, evaluation and recognition of all temporary Summer Food Program employees and volunteers
- Foster a cohesive team environment with Partner Agency Services staff and Summer Food

staff

- Review and sign all staff timecards, purchase requests and employee expense sheets
- Organize payroll for Summer Food staff
- Maintain regular communication with Programs & Services Director to report problems and resolve issues
- Oversee operation of activities and staff in kitchens rented for the Summer Food Program

BUDGET AND FISCAL RESPONSIBILITY

- Create and administer annual program budgets
- Monitor expenses and ensure that programs operate within budget
- Compile and submit all monthly billings, claims, and financial reports
- Solicit in-kind donations as needed

EDUCATION AND OUTREACH

- Work in collaboration with other FFLC staff to educate the public about hunger and food security issues
- Advertise programs through the community, local government, media, schools, and youth organizations
- Oversee and provide outreach within the community, including presentations at conferences and workshops
- Organize community connections and partnerships, particularly with school districts and other youth organizations
- Attend and serve on community coalitions and groups related to youth hunger and related issues
- Help conduct comprehensive bilingual outreach and marketing campaigns

PROGRAM MANAGEMENT AND COMPLIANCE

- Ensure FOOD for Lane County's compliance to contractual guidelines and procedures of all programs supervised
- Perform site visits to ensure regulation compliance through partners
- Adhere to all applicable federal, state, and Oregon Food Bank regulations regarding food safety, storage, and handling
- Maintain accurate and updated program files

OTHER TASKS & RESPONSIBILITIES:

- Represent FOOD for Lane County with knowledge and respect
- Attend monthly all-staff meetings, Programs, Education & Services Team meetings, and other meetings as appropriate
- Perform other tasks as requested by supervisor

SKILLS & QUALIFICATIONS:

- Strong management and administrative skills gained through a minimum of one-year in program leadership required
- Experience in social science, nonprofit management, or related field required
- Experience with programs that serve low-income, diverse and multicultural clients
- Supervisory experience required
- Computer proficiency, especially with Microsoft Office suite of programs
- Ability to collect, compile, analyze, and disseminate data and statistics
- Bilingual English/Spanish skills preferred
- Actively demonstrate FFLC's values of compassion, inclusion and collaboration

REQUIREMENTS:

- Possess a current Food Handler's Card and Serv-Safe certification, or willingness to obtain required certifications within six months of hire
- Safe driving record, valid Oregon driver's license, current vehicle insurance and ability to use personal vehicle for FFLC business and qualify for insurance coverage with FOOD for Lane County's carriers.
- Ability to safely lift 40 pounds repetitively and stand for long period of time while working in the kitchen
- All offers for employment are contingent on a satisfactory background check.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.