

**Real Food for Kids is searching for a new member to join our dynamic team by July 15, 2025.**

We are a nonprofit organization based in the greater Washington Region, seeking a Program Manager to help further our mission to advance nutrition equity for school-age children and their families through advocacy, education, and systemic policy change. We need an energetic, thoughtful, and proactive individual whose skills and passions complement our team. (Read more about our background, below.)

**Program Manager Job Summary**

The Program Manager will assist in operating daily activities related to RFFK's educational programs and direct-service initiatives, connecting with a broad range of community partners to ensure our goals are met. The position reports to our Director of Programs, and provides additional support for the Executive Director, as needed.

Applicants must possess excellent written and verbal communication skills and be comfortable connecting positively and confidently with diverse stakeholders. They should have organizational and logistics skills, be a creative problem-solver, be a team contributor and collaborator, and be an independent task manager. English/Spanish bilingualism is preferred. Some experience with web design and maintenance, as well as social media strategy and analytics, is a plus. Because our operations are mainly local, applicants must reside in the Greater Washington Region. This is a hybrid position; applicant must be able to primarily work from home and have the capacity to travel within the region to execute program needs as required (typically 1-3 times a week).

**Responsibilities**

The Program Manager will perform daily activities as directed to support the goals of RFFK's programs and initiatives, including but not limited to:

- > coordination with county agencies, school system personnel, and community stakeholders to advance and expand outreach efforts and application assistance, to increase access to USDA's Supplemental Nutrition Assistance Program (SNAP). Conduct SNAP outreach in the community. Develop and update informational materials and training.
- > instructional and event activities for educational programming targeted to a range of ages and disciplines, including low-income preschoolers, pre-professional culinary students, interface with school administrators, teachers, and students.
- > engagement with chefs/restaurants and regional farmers/aggregators to coordinate the development and distribution of nourishing foods to community partner sites; managing the relationship with site partners.

> support for the creation of diverse school food menu options through multiple program channels and advocacy initiatives.

### **Qualifications**

- Program experience in education, nonprofit or related settings
- Excellent written and verbal skills; confident communicator with diverse stakeholders
- Excellent organizational skills; high level of comfort managing logistics
- Collaborative, with ability to work independently and seek guidance as needed
- Technical skills to be able to learn, operate, and support all aspects of our programs including, but not limited to, learning management platforms, website management, and social media strategy
- Bilingual skills (English/Spanish) preferred, as well as experience working with economically marginalized communities
- Skilled in Microsoft Office Suite, Teams, and SharePoint
- Creativity in problem-solving
- Basic graphic design is a plus

### **Compensation**

Expect a competitive package commensurate with experience (\$55k to \$60k), which can include health care and office stipends.

### **Quick deadline for receipt of applications**

We're looking to get the Program Manager fully operative by August 1, 2025. Send a one-page resume by **Monday, June 18, 2025**, to: [lochoa@realfoodforkids.org](mailto:lochoa@realfoodforkids.org).

### **MORE ABOUT RFFK**

We are often described as a "small but mighty" organization with a reputation for punching above its weight.

Our programs blend innovative approaches to addressing the nutrition and health challenges in schools and economically marginalized communities with strong collaborative community partnerships that enable us to deliver solutions.

Founded in 2010, Real Food for Kids' positive advocacy has won changes to school food policies and validated the role of healthful school food as a necessary component of children's wellness and academic success. Our reputation as a leading voice for nutrition equity positioned us to expand our mission at the onset of Covid to address the region's broader challenges to nutrition security, cross-pollinating programs, and direct service initiatives to improve access to nutritious food inside and outside school walls.

Go to [realfoodforkids.org](https://realfoodforkids.org) to learn more about our team, programs, and advocacy.