



## VACANCY ANNOUNCEMENT

# Program Manager

### **Real Food for Kids is growing, and we're searching for a new member to join our dynamic team!**

Real Food for Kids (RFFK), a nonprofit organization based in the greater Washington Region, is seeking a Program Manager to help further its mission to advance nutrition equity for school-age children and families through advocacy, education, and systemic policy change.

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 targeted solutions. Founded in 2010, Real Food for Kids' positive advocacy has won changes to school food policies and validated the role of healthy 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 to address the region's broader challenges to nutrition security, cross-pollinating programs, and direct service initiatives to improve access to nutritious food foods inside and outside school walls.

Real Food for Kids is often described as a "small but mighty" organization with a reputation for punching above its weight. We seek an energetic, thoughtful, and proactive individual whose skills and passions complement our team.

### **Job Summary**

The Program Manager will assist in operating daily activities related to RFFK's educational programs and direct-service initiatives, interfacing 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. Experience with web design and maintenance, as well as social media strategy and analytics, will be highly considered. English/Spanish bilingualism, spoken and written, a plus. Because our operations are mainly local, applicants must reside in the Greater Washington Region, be able to work from home, and have access to a vehicle to travel within the region to execute program needs as required.

### **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:

- 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.
- content development, training, and tracking of the USDA's Supplemental Nutrition Outreach Program (SNAP) outreach programs; coordinate with county agencies and school system personnel.

- engagement with chefs/restaurants and regional farmers/aggregators to coordinate the development and distribution of nourishing foods to community partner sites; manage the relationship with site partners.
- support for the creation of diverse school food menu options through multiple program channels and advocacy initiatives.
- other duties as assigned.

### **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, which can include a health care and office stipend.

### **How to Apply**

- Resumes with cover letter should be emailed to [lochoa@realfoodforkids.org](mailto:lochoa@realfoodforkids.org)