Child Nutrition Program Manager

**Job Title:** Child Nutrition Program Manager  
**Date of Description:** February 2014  
**Supervised by:** Senior Manager of Programs

WithinReach makes the connections Washington families need to be healthy. Our vision of ensuring optimal health for all families in Washington begins with providing a flexible work environment and an excellent benefit package for our own employees. We have been a recipient of the prestigious Alfred P. Sloan Award for Excellence in Workplace Flexibility for five consecutive years. WithinReach strives to be dynamic in both our policies and our programs, providing our employees with a supportive environment in which to work, as well as ample opportunities for growth and advancement.

**Position Summary:** The Child Nutrition Program Manager/Coordinator is primarily responsible for the planning and implementation of strategies developed to increase access to statewide food and nutrition programs, including Summer Meals, School Meals, and WIC. The Program Manager works collaboratively with Senior Program staff and external partners to create innovative outreach and marketing strategies, provide technical assistance, and implement strategies to increase utilization of child nutrition programs across WA. This is a full-time (40 hrs/week) position.

**General Duties and Responsibilities:** The Child Nutrition Program Manager/Coordinator is responsible for the following key components:

**Coordinate Child Nutrition Program outreach activities.**
1. Engage stakeholders and identify strategies to effectively increase participation in Child Nutrition programs, including Summer Meals and WIC.
2. Participate as an active member in the Summer Meals work group, leading a focus on increasing school-based sponsorship/sites, as well as supporting partnerships, policy development, utilizing best practices, and optimizing new opportunities to improve the system for local organizations.
3. Identify and implement improvements to Child Nutrition outreach activities, including process, and data collection to better align it with agency needs.

**Provide technical assistance and training to statewide partners.**
1. Plan and implement regular trainings and opportunities for technical assistance for local partners, including the sponsor application process, hosting community meetings, and publicizing funding opportunities to support program growth.
2. Engage local and regional partners to identify potential Summer Meals sponsors, sites, and partnerships in underserved communities.
3. Coordinate outreach activity to partners and providers, including provider tool kits and newsletters.

**Coordinate and support statewide outreach and marketing strategies.**
1. Work with Community Engagement to develop Child Nutrition programs outreach content, including materials, web and media campaigns.
2. Engage with statewide partners in the dissemination of content.
3. Work with Senior Program staff and other internal partners to increase Child Nutrition programs community visibility and align with WithinReach brand.
4. Assist Senior Program staff and key partners with data reports, meeting facilitation and administrative tasks as needed.
**Qualifications:**
- Masters degree and 3 years minimum experience, or Bachelor degree and 5+ years of experience coordinating a similar program preferred.
- Strong knowledge of food assistance programs in Washington State, like the Summer Food Service Program (SFSP), School Meals, SNAP, and WIC. Knowledge of other community resources desirable.
- Work experience in a school setting highly preferred.
- Experience managing private grants, government contracts and complex budgets.

**Required Skills:**
- Excellent communication skills, bilingual language skills desirable.
- Strong interpersonal skills and demonstrated ability to work and communicate effectively with people of diverse cultural, ethnic and socioeconomic groups.
- Public speaking, training and presentation experience.
- Team-building and effective communication skills are essential.
- Good time management and organizational skills, with ability to work with limited supervision.
- Ability to use computer programs to accomplish tasks, manage outreach schedule, and input and analyze data proficiently.

This position requires access to a car and a valid driver’s license.

**Position Rating:** Exempt

**Salary & Benefits:** $52,000 - $57,000 DOE. Excellent benefits include fully paid medical coverage, vision and dental for employees and generous coverage for spouses and dependents. Paid time off and employer matched retirement plan.

**Job Location:** 155 NE 100th Street Suite 500, Seattle, WA 98125

**Send Résumé and Cover Letter to:** Gail McKelvey, Business Manager: GailM@WithinReachWA.org

**Closing Date:** Open until March 21st. First interviews will be scheduled by Friday, March 28th.

WithinReach is an equal opportunity employer working toward a culturally diverse workplace. Applicants representing the diversity of our communities, including people of color and men, are encouraged to apply.