



Bilingual Nutrition Program Manager

- Do you have a passion for health equity, nutrition education and trauma-informed care?
- Are you excited by the prospect of being on the ground in community and in a leadership role that will help steer the course of this work?
- Do you aspire to a people-first mindset?
- Do you want to apply your management and leadership experience in helping to support one of the Bay Area's top non-profits – and a nationally recognized leader in hunger relief

Got your attention? Apply to become Alameda County Community Food Bank's Nutrition Program Manager!

The **Nutrition Program Manager** provides strategic, tactical, and operational leadership for all nutrition programming and nutrition services at ACCFB. The position leverages knowledge and training on food and nutrition to inform health promotion, education, and PSE (policy, systems, environmental) change strategies among staff and across our partner agency network. Working from a solutions-focused framework, the role sets curriculum and leads impact evaluation strategy, provides data-driven recommendations that will deepen our impact and further our mission of hunger eradication. On the programs side, the position manages related funding streams, monitors grants, identifies new opportunities for nutrition related capacity-building, and supports the food bank's work in "food-as-medicine" initiatives. The Nutrition Program Manager also serves as a representative and support to food bank member agencies, advising them on all things related to nutrition and nutrition programming.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking. Our bold new vision aims to provide 120 million meals annually through food distribution, government assistance enrollment and forceful legislative advocacy – while also looking beyond meals to examine and improve the impact of our efforts in our community. We have received Charity Navigator's top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS, AND ABILITIES

Required Competencies

- 3-5+ years of experience in managing and implementing nutrition education programs, including developing original curricula and materials, in a nonprofit or public health environment.
- At least 3 years of experience in motivating, training, and supervising at least one direct report.
- At least 3 years of experience setting and driving a community-based nutrition education strategy.
- Strong training and facilitation skills; comfortable training large and small groups on various platforms; able to present scientific concepts in an accessible and engaging manner to a wide variety of audiences.
- Successful history working with community-based organizations and local government on projects that spanned across functional areas.
- Experience effectively managing multiple projects in a fast-paced environment with competing deadlines.
- Strong troubleshooting and problem-solving skills; solution-oriented critical thinker.
- Strong customer service orientation – both organizational and interpersonal.

- Excellent attention to detail; able to manage administrative and data collection systems and databases; able to analyze data and derive actionable strategic insights.
- Ability to develop and maintain collaborative and professional relationships, working both independently and as part of a team.
- Strong computer skills, including proficiency with MS Office Suite (Word, Excel, Outlook, and PowerPoint).
- Deep knowledge of and interest in nutrition and diet-related chronic illness prevention and management.
- Professional commitment to equity, diversity and inclusion in policy and practice.
- Valid CA Driver's License with an insurable driving record and access to a vehicle. This position requires regular local travel within Alameda County.
- Ability to attend work functions outside of normal work hours, on weekends and evenings, as needed
- Bilingual in English and Cantonese, Mandarin or Spanish strongly desired.

Preferred Qualifications

- Certified in the practice of nutrition through a nationally recognized association such as Registered Dietitian/Nutritionist (RDN), Certified Clinical Nutritionist (CCN), Certified Nutrition Specialist (BCNS), Certified Nutritional Professional (CNP), or similar.
- Bilingual in English, Cantonese/Mandarin or Spanish desired.
- Knowledge of trauma-informed care principles and experience applying them to nutrition education.
- Experience doing live and recorded cooking demonstrations.
- Knowledge of food safety standards Current ServSafe certification preferred.
- Formal education in nutrition, health education, public health, or community nutrition.
- Knowledge of and experience with issues related to hunger and poverty in Alameda County.

PERSONAL ATTRIBUTES AND VALUES

- Recognizes and understands that relationships between food, individuals, families, and communities must be approached with compassion and within a holistic perspective that acknowledges individual, historical, and systemic trauma and adversity.
- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation, and diversity.
- Supremely organized; strong strategic thinking and leadership skills with proven ability to develop and monitor plans/budgets 6- /12- /18- months out and keep multiple balls in the air at once.
- Adept at tailoring communication style for a range of audiences and technical abilities; ability to work with people of diverse economic and cultural backgrounds; sensitive to the necessity of meeting people where they are in their nutrition journey.
- Willingness to have difficult conversations; believer in maintaining a growth mindset; proactively seeks and incorporates feedback; able to provide (sometimes difficult) feedback.
- Impeccable integrity and honesty.

PHYSICAL REQUIREMENTS

This role is able to work a partial-remote schedule, but requires a minimum of 3 days per week on-site at our 7900 Edgewater Drive facility in Oakland or at community partner organizations throughout the County. Physical activities necessary in the performance of this job include: Sitting for prolonged periods; mobility to move throughout the Food Bank in performance of duties; ability to conduct community-based nutrition education workshops and site visits including walking, bending, stooping, and lifting 25 pounds; ability to communicate in a clear speaking voice in person and over the phone; ability to use a computer.

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (37.5 hours per week, one-hour unpaid lunch). The non-negotiable starting salary for this position is **\$89,500 annually**. We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage
- 403(b) plan available on the first day with employer match after 1 year of service
- Employee Assistance Program: 100% coverage for employee and dependents
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please send your *resume and answer the application questions* on our careers page located at accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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