



## Food and Outreach Program Director

### **WHO WE ARE:**

Neighborhood Resource Center is a nonprofit located in the east end of Richmond, in Greater Fulton. We utilize enrichment opportunities to spark the academic, social and emotional development of young people. Through our learning garden, our cooking and nutrition classes, and our partnerships with cultural arts organizations, we inspire youth to be creative artists, courageous allies, critical thinkers, and confident leaders in their community.

### **WHO WE WANT:**

We're looking for a highly motivated, collaborative and proactive person who can inspire and cultivate leaders. This position requires someone who has a growth mindset, uses a strengths-based approach to their work, and values experience and passion as a critical part of creatively working with young people. Applicants should have a can-do attitude, flexibility, excellent organization and interpersonal skills, and the ability to interact with diverse staff at all levels. We want someone who is solutions-oriented, a creative problem solver, finds opportunities to have fun at work, and believes that all people deserve equal opportunities and are valued for their unique life experience.

### **KEY RESPONSIBILITIES:**

The Director of Food and Outreach Programs leads the Food and Outreach department and will work closely with the NRC Executive Director. This person drives the vision and quality of all food and outreach programs through team leadership, program development, resource management, and evaluation. NRC's work has shifted tremendously in response to COVID-19, so this person would help us build the future of NRC's Food and Outreach Programs. The Director of Food and Outreach Programs leads a small team of staff and collaborates with other cross-departmental team members to ensure access, equity, and quality across NRC programs.

This position is chiefly responsible for the execution, management, and operation of NRC's two USDA sponsored food programs- the Child and Adult Food Care Program (CACFP) and the Summer Food Service Program (SFSP). The right person will be committed to upholding the standards and expectations of the NRC and USDA, exhibit a passion for food access/food education, possess exceptional organizational and communication skills, and value providing the healthiest meals possible for our youth participants. This position is also responsible for supervising and supporting our two staff members, maintaining good working relationships with all current partners related to the food program, and seeking out new partnerships/opportunities to build the sustainability and success of the program.

### *Strategic Vision & Leadership*

- Lead a diverse small team of staff, deliver programming, and coach apprentices
- Provide strategic leadership for organizational goals and program development



- Drive the implementation of departmental goals and strategies
- Contribute to the vision and execution of events
- Engage with community stakeholders and networks
- Participate in NRC's community organizing efforts toward anti-racism and inclusive practices

#### *Quality & Evaluation*

- Ensure program quality and sustainability for all sites
- Develop and facilitate training for staff and apprentices
- Provide critical support to the recruitment and retention of staff
- Contribute to data collection and grant reporting
- Implement program assessment and evaluation in support of a continuous program improvement cycle

#### *Operations & Oversight*

- Supervise and mentor Food and Outreach Program staff
- Create, revise, and approve new and existing programs and processes
- Coordinate and collaborate with site partners to determine program locations and deliverables
- Generate food offerings and oversee scheduling and staffing
- Ensure system processes and tools enable smooth program operations

#### **EXPERIENCE:**

- At least 2 years of experience working with CACFP and/or SFSP preferred, but training will be provided
- Knowledge of commercial kitchens including health code regulations and ServSafe procedures
- Must be able to plan and prepare healthy meals in accordance with USDA regulations
- General understanding of food access barriers
- Experience managing a program budget
- Well versed in healthy eating and nutrition
- Demonstrated understanding of best practices in after school and summer programs
- Minimum 4 years of experience managing a team
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills
- Demonstrated high professional standards, initiative, and integrity
- Experience working with youth in a trauma-informed way
- Must be able to balance working independently and being a team player
- Familiarity with data collection systems, evaluation and/or assessment tools, and using data to inform decision-making and communicate impact
- Proficiency with Word and Google Suite and an aptitude for learning new technology and systems
- Ability to prioritize and navigate workload in response to departmental needs



**WHAT WE OFFER:**

The salaried pay range for this full-time exempt, grant-funded position is \$36,000-\$45,000. Salary is negotiable, depending on qualifications. This position is also eligible for medical/vision/dental insurance, paid time off, professional development, and a fun and flexible work environment. The normal schedule for this position is Monday through Friday.

*Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.*

**TO APPLY:**

Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, please email your resume with salary requirements to [jobs@nrccafe.org](mailto:jobs@nrccafe.org). Posting will remain open until filled.