



Food and Outreach Program Director

WHO WE WANT:

Neighborhood Resource Center is seeking a full-time food and outreach program director to lead our nutrition programming, primarily by overseeing and operating our USDA food programs with partners in Greater Fulton.

The ideal candidate will have a proven ability to foster coordination and cooperation among diverse groups and to serve as a leader in our organization. They will be committed to getting results in a moderate-paced environment and able to handle several responsibilities at once. This position is an excellent opportunity to engage with community members including youth, adults, and families, out of school program directors at the sites that we support, the Virginia Department of Education, and other partners as we work to expand access to food in a neighborhood that is considered to be a food desert.

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 and their families to be creative artists, courageous allies, critical thinkers, and confident leaders in their community.

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 is responsible for the following:

- Executing, managing and operating two USDA sponsored food programs- The Child and Adult Food Care Program (CACFP) and the Summer Food Service Program (SFSP.)
- Preparing food daily in our commercial kitchen, where we make fresh, hot meals and delivering to sites in Greater Fulton for daycare and afterschool programs
- Training site partners and NRC staff on compliance with USDA program requirements, including overseeing our food pantry program
- Driving the vision and quality of food and outreach programming through team leadership, program development, resource management, and evaluation
- Supervising one staff member, two temporary staff, and volunteers
- Expanding our food programs, including community outreach
- Serving as a member of the organization's leadership team



EXPERIENCE:

We're seeking candidates who excel in relationship building, are results oriented, and have strong project-management skills. You should have:

- 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
- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Experience managing multiple projects and the ability to oversee a cadre of staff and volunteers
- The ability to pass a background check, as required by the USDA

WHAT WE OFFER:

The salaried pay for this full-time exempt, grant-funded position is \$45,500. 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:

Please email your resume to jobs@nrccafe.org. Posting will remain open until filled.