

Type of Opportunity: Nutrition

City: Gaithersburg

State: MD

Details: Interested in using your love of food and nutrition to improve community health and wellness? Eager to use your leadership, organizational, and communication skills to contribute to food security? Do you want to be challenged at work, learn new skills, work in an organization that values equity and community engagement, have a lot of fun, and make a significant impact? Manna Food Center is seeking a Community Wellness Manager to increase participants' knowledge of healthful food and likelihood of making budget-friendly healthier food choices.

Our Story: Manna Food Center has been providing food assistance to residents of Montgomery County, MD for nearly 35 years. Through food distribution programs, education, and local advocacy Manna is creating a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity. We are participant-centered and data-driven in our approach to address food insecurity and promote community wellness.

We are in need of an experienced Community Education Manager who can work with the rest of the Programs team to shape and implement an ambitious strategic plan. The manager is responsible for the overall planning and execution of wellness education at Manna Food Center including, with the Mobile Kitchen Coordinator, the activities of Manna's Mobile Kitchen and other kitchen facilities. The manager will also lead the design and implementation of evaluation strategies to ensure that the outcomes of education activities at Manna are achieved.

Reports to: Director of Programs, Jenna Umbriac

Essential Responsibilities

- Integrate wellness education, as appropriate, into Manna's food security activities. This includes both indirect (printed information and recipes) and direct (workshops) wellness promotion.

- Create and/or utilize existing wellness curricula to promote healthy eating knowledge and behavior in participants of diverse ages, cultural backgrounds, and/or literacy levels. Educational activities will be conducted in English, Spanish, and other relevant languages.
- Support Manna's Mobile Kitchen Coordinator in creating and achieving the goals of that program.
- Utilize available commercial kitchen space with community partners to offer hands-on cooking education classes and demonstrations during pantry distributions and to the community at-large.
- Develop, monitor and evaluate outcomes of wellness programming.
- Contribute to Development and Communications team activities that:
 - inform stakeholders, including donors, of Manna's programs and successes via social media and other channels
 - recruit and manage volunteers as needed to meet program goals.
 - utilize accurate program goals, statistics, and outcomes so that they are incorporated into grant applications and reports to support revenue generation and sustainability
- Regularly provide opportunities for health education to co-workers via employee wellness program.

Our Hiring Process and Timeline

We will accept and review **resumes with cover letters** from November 15 through Monday, December 4.

Please submit your resume and cover letter to jobs@mannafood.org.

We will aim to schedule phone interviews with top candidates during the week of December 4.

Finalists will be invited to attend an in-person one-hour interview between December 11 and December 22.

Our intention is to make an offer the week of December 25. We would like to have the selected candidate start in early January.

Manna Food Center is an equal opportunity employer. People of color are strongly encouraged to apply.

Essential Requirements

- A great sense of humor!
- Ability to work two Saturdays per year.
- Commitment to our mission, vision and our values of Respect, Service, and Partnership.
- Fluency in English and Spanish required
- Degree/certificate in nutrition, public health or similar field with knowledge of basic human nutrition principles.
- ServSafe certification or ability to obtain certification within 90 days of hiring.
- Experience teaching and facilitating individual and group health/wellness workshops.
- Minimum 1 year of supervisory experience
- Strong public speaking skills
- Strong writing skills
- Experience working at the grassroots level and ability and desire to engage with diverse audiences.
- Ability to multi-task effectively and handle a wide variety of concurrent responsibilities
- Excellent communication, organizational and time management skills
- Proven proficiency with Microsoft Office software suite

Compensation and Benefits

Salary range of \$40,000-50,000, with the opportunity for an annual merit-based raise. Salary negotiable and based on experience.

Full-time position, working 40 hours per week. We believe in work-life integration and are committed to keeping the workload in alignment with the true hours worked.

10 days of paid vacation, 10 paid holidays (including employee's birthday), 3 paid personal days, and 10 days paid health leave yearly

Upon successful completion of 60 days of employment, we offer an optional employee health plan and, after 90 days, the option to invest in an Individual Retirement Account (IRA) with Manna matching employee contributions up to a maximum of three percent of pay.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move objects up to 50 pounds. The employee must be able to stand continuously for up to 3 hours at a time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions

While packing and distributing food, the employee may be exposed to a wide array of environmental conditions including extreme heat and cold, rain, snow and ice. The employee must be able to work in these conditions for up to 3 hours at a time.

Contact: Jenna Umbriac

Telephone: 301-424-1130

Email: jobs@mannafood.org