



POSTION OPENING

5.10.2019

POSITION TITLE: EAT360 Program Manager
LOCATION: VCP Office, 211 N. 13th St, Suite 303, Philadelphia PA 19107; Additional locations as required
REPORTS TO: Director of SNAP-Ed Programs
SUPERVISES: 3-4 Nutrition Educators
DEPARTMENT: SNAP-Ed
STATUS: Full-Time, Exempt

POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and engage with participants of all ages.

We are seeking an energetic Program Manager who will lead and support a group of creative EAT360 program coordinators toward the goal of creating positive change in the health and wellness of school communities. Our team engages students and caregivers in nutrition lessons paired with hands-on cooking activities, and provides sampling events with take-home recipes. The EAT360 team builds lasting relationships within school communities to affect positive change to the policies, systems and environment surrounding food.

The Manager would work closely with the SNAP-Ed Project Director and a second team manager in the administration of the program.

SPECIFIC RESPONSIBILITIES

- Manage 3-4 full-time coordinators, each assigned to 1-3 partner school sites
- Ensure program fidelity and oversee the implementation of program goals and objectives
- Develop clear expectations and hold regular team and individual check-ins to empower team to carry out assignments
- Build and maintain relationships with program delivery sites, local SNAP-Ed partners, and the Penn State SNAP-Ed Managing Entity
- Create improved processes for data collection, review class reporting forms, enter and analyze participant data
- Manage program logistics including scheduling, purchasing, and distribution of supplies
- Provide staff training for ongoing program improvement
- Conduct performance reviews and making decisions on hiring, training and corrective action
- Create lesson structures for evidence-based curriculum, and contribute to agency-wide recipe library



- Build strategies to improve participant and volunteer engagement
- Participate in delivery of direct education and Policy, System and Environment work in schools, as necessary
- Participate in company-wide leadership meetings and trainings, including communication with leadership team and CEO
- Perform other duties, as assigned

WORK EXPERIENCE & SKILL REQUIREMENTS

- Successful completion on PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record
- 2-5 years of experience leading, coordinating or delivering educational programs; Experience within SNAP-Ed highly preferred
- 2-5 years in a supervisory position
- Extremely organized with the ability to delegate and manage short and long-term projects
- Confidence to guide team collaboration and make finalized decisions
- Strategic problem-solver with a forward-thinking mindset
- Outstanding interpersonal skills with proven ability to build relationships with outside partners
- Excellent written and verbal communication skills
- Experienced working in the Office 365 suite preferred, specifically Word, Excel, Outlook, SharePoint
- Must be able to lift approximately 40 pounds, and stand or walk for extended periods of time
- Must have access to reliable transportation with the ability to transport equipment and groceries
- Must have a valid driver's license and the ability to drive a company vehicle

SALARY AND BENEFITS:

- \$45,000 - \$48,000 per year
- Health, dental and life insurance available after 60 days
- 401(k) available after one year
- Paid time off
- Monthly cell phone stipend
- Pre-tax transit benefits

APPLICATION PROCESS

- Visit www.vetricommunity.org/careers to download and complete the Employment Application. The PDF application can be filled out electronically or hand-written after printing.
- Email your resume, cover letter and application to HR@vetricommunity.org. Attached PDF or Word docs are preferred.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.