

Join Vetri Community Partnership's team of passionate, fun-loving, vegetable enthusiasts who are motivated to share how easy and affordable it can be to cook at home.

## **EAT. EDUCATE. EMPOWER.**

Through interactive cooking classes and experiential nutrition education, Vetri Community Partnership uses the kitchen as a classroom to help kids, families, and community members build culinary skills, nutritional knowledge, and confidence.

## **OUR CORE VALUES**

Curiosity | Integrity | Respect | Passion & Pride

## **IN THE COMMUNITY**

Vetri Community Partnership partners with schools and community sites in Philadelphia and Camden that share our passion for nutrition and education. We work with people from under-resourced communities to help build the life skills for a healthier future.

## **JOB TITLE: Program Manager, SNAP-Ed**

Vetri Community Partnership (VCP) is seeking a SNAP-Ed Program Manager who will oversee VCP's in-school-time nutrition education programming. As a community partner, they will develop deep and meaningful relationships with individuals, families, and external organizations in 7-8 partner schools throughout the Philadelphia area. The manager will supervise a team of 3-5 full-time educators and work closely with the Program Director, VCP Community Dietitian, and a co-manager. This role is primarily funded through the organization's Pennsylvania SNAP-Ed subcontract. In addition to aligning with VCP values and mission, this manager oversees program activities to maintain fidelity to the statewide SNAP-Ed mission and relevant approved plan documents. The ideal candidate will have previous experience with publicly funded health promotion, community health, or child nutrition initiatives.

## **RESPONSIBILITIES**

- Enthusiastically co-leads SNAP-Ed team development and cohesion through ownership of core program management responsibilities, effective problem-solving, and process improvement.
- Builds and maintains resilient external partnerships with schools and school communities through relationship development and consistent and proactive communication methods.
- Manages program expenses and outputs. Ensures team activities align with program goals, narratives, and estimated monthly and annual budgets. Responsible for program fidelity, monthly program reporting, and implementation of program evaluation plans.
- Regularly delivers programming, including nutrition education lessons, in K-12 schools located throughout Philadelphia. Supports educators in delivering health promotion activities and engaging community leaders through school wellness councils, community meetings, etc.
- Oversees hiring educators (as needed), engages educators in professional growth, and coaches educators in classroom management and partner cultivation techniques.
- Promotes diversity, equity, inclusion, and belonging within the team, organization, and partnership relationships.

## EXPERIENCE AND REQUIREMENTS

- Minimum of two years teaching, counseling, or coaching school-aged children OR working/volunteering with a non-profit, public health, or nutrition-related organization.
- Bachelors in nutrition, food studies, or public health strongly preferred; Professional studies or college-level coursework in health, nutrition across the lifecycle, food resource management, community food access, community food systems, basic cooking skills, public health, and food safety is a plus.
- Personal and professional history demonstrates high personal integrity.
- Previous supervisor experience with 2+ direct reports is required.
- Access to at-home workspace with a reliable internet connection. Ability to work remotely 1-2 days per week.
- Valid driver's license and access to a reliable, registered vehicle are required.
- Proficiency with Office 365 suite and Google Suite are required.
- Passion for Vetri Community Partnership's mission of nourishing minds, bodies and communities with nutrition education through cooking.
- Must be able to lift approximately 40 pounds and regularly stand or walk for extended periods of time.
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record.

## COMPENSATION AND BENEFITS

- \$50,000-\$55,000 annual salary
- Paid time off
- Paid parental leave
- Short- and long-term disability
- Monthly cell phone stipend
- 401(k) match
- Health, dental, and life insurance
- Pre-tax transit benefits

## ADDITIONAL INFORMATION

Location: Vetri Community Partnership (915 Spring Garden Street, Philadelphia, PA 19123); other locations as assigned  
Status: Full Time, Exempt  
Reports to: Program Director  
Department: SNAP-Ed  
Supervises: SNAP-Ed Nutrition Educators  
Hours: Flexible; 9 am-5 pm; At times, will include evening hours

## TO APPLY

Visit [vetricommunity.org/about/careers/](http://vetricommunity.org/about/careers/) to complete our online application, upload resume, and cover letter (required).

Vetri Community Partnership is an Equal Opportunity Employer.