



HEALTHY MEAL ACCESS INITIATIVE PROGRAM MANAGER

GENERAL DESCRIPTION

The role of the Program Manager for the Healthy Meal Access Initiative includes embracing community feedback, identifying key champions in community and government to work with, creating tantalizing buy-in from chief elected officials, public accountability through inclusive and transparent processes, coordination of all facets of the processes, and central management.

FINANCIAL REPORT RESPONSIBILITY

The Program Manager will be employed by Buffalo Go Green, Inc. and will work with all partners from the development process through the end of any financial support, including grants to assure full understanding and implementation of all performance measure processes and accountability.

Once notified of funding, the Program Manager will host a meeting of all BGG Administrative principles to review forms that must be submitted on a monthly basis to assure compliance with the project plan; community deliverables; and target measures. This data will be compiled into monthly reports for the partners to review for the required semi-annual progress reports for the duration of the agreements to assure we demonstrate knowledge of community need and our providers.

These reports will provide evidence of all services within the plan and also highlight result driven data for each month with which to use as a barometer for successful results. Each month these reports will be reviewed in our collaborative monthly meeting to chart progress and make any necessary changes to assure our vision is focused and on the right track regarding volunteers, stakeholders, public sector, and community group feedback, as well as the numbers reported for each event and segment of the plan, itself.

GENERAL RESPONSIBILITIES

- Integrate food education, as appropriate, into all food security activities. This includes both indirect (printed information and recipes) and direct (workshops) health promotion.
- Creating new and/or utilizing existing wellness curricula to promote healthy eating knowledge and behavior in participants of diverse ages, cultural backgrounds, and/or literacy levels.
- Engage with skilled volunteers and create a train-the-trainer model to amplify capacity of Community Food Distribution team.



- Coordinate all activities between kitchen and storage with delivery systems.
- Collaborate with multiple teams and oversee development of cohesive educational materials and resources for a variety of audiences.
- Continually devise systems to include participants in program design and implementation.
- Contribute to Development and Communications team activities via Microsoft Teams to develop on the spot communications between all teams from conception to delivery.
- Create, maintain and develop timely monthly newsletters to inform stakeholders, including donors, of the program's successes and deliver via social media and other channels.
- Recruit and manage volunteers as needed to meet program goals.
- Establish accurate program goals, statistics, and outcomes and ensure that they are incorporated into grant applications and reports to support revenue generation and sustainability
- Advance and maintain an organizational culture that prioritizes health via an employee and volunteer wellness program and other strategies.
- Create Microsoft Teams site for employee and volunteer ServSafe training and testing and assure the team receives the certification.

ESSENTIAL REQUIREMENTS FOR THE POSITION

- Knowledge of basic human nutrition principles.
- ServSafe certification or ability to obtain certification and manager status within 90 days of hiring.
- Experience teaching and facilitating individual and group workshops.
- Minimum 1 year of supervisory experience.
- Strong public speaking skills.
- Strong writing skills.
- 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.
- Experience in Microsoft Teams development and use.

COMPENSATION AND BENEFITS

- Salary range of \$45,000-\$50,000 based on experience.
- Full-time, non-exempt position, working 40 hours per week.
- 10 days of paid vacation, 10 paid holidays, 3 paid personal days.

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