

JOB POSTING

Food for Kids Manager (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

The Food for Kids Manager oversees all childhood nutrition programs and develops and implements new programs that address childhood hunger.

Responsibilities

- 1) Develop and expand childhood nutrition programs and services by researching and evaluating community-based organizations and government programs
- 2) Design and implement standards, policies and practices to remain compliant with funding source requirements
- 3) Conduct site visits to promote good will and ensure federal funding requirements and Feeding America guidelines are maintained
- 4) Develop and maintain service contracts, letters of agreement, management plans, guidelines, evaluations and measurement tools to assess current program needs and meet objectives
- 5) Oversee the tracking of the participant population served and maintain documentation of program impacts to fulfill reporting or fund development needs
- 6) Supervise the Food for Kids Coordinators

Requirements

- **Education and Experience**
Bachelor's degree and minimum of 5 years' experience with government or private food assistance programs; knowledge of USDA's Child Nutrition Programs and reimbursement procedures is strongly preferred
- **Technical Proficiencies**
Proficient knowledge of Microsoft Office
- **Communication Skills**
Ability to respond to inquiries and complaints in a tactful and helpful manner
Bilingual (Spanish) is a plus
- **Work Environment**
Frequent travel in service areas; requires work schedule flexibility with occasional weekend and evening availability

How to Apply

Qualified applicants should submit resume and cover letter to jobs@tafb.org.
Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required.