



Mountain Family Center

Mission: Building strength and developing self-reliance for individuals and families through responsive and collaborative services.

Job Title: Nutritional Wellness Program Manager
(Nutrition Specialist/Coordinator also available)

Rate of Pay: Based on experience \$18-\$22/ hour/(Specialist/Coordin \$17-\$20/hr)
Affordable Housing in Granby is available with this position!

Required Hours: Full-time, 28-35 hours per week

Job Purpose:

The Program Manager oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, facilitating, and evaluating nutrition and wellness program activities. They introduce and integrate programs offered by Mountain Family Center (MFC) into the community through collaboration with community partners.

Primary Duties and Responsibilities:

- Direct supervision of Educational Kitchen Programs, Cooking Matters, Early Childhood Nutrition Programs, CATCH, Senior Nutrition and Wellness Programs.
- Develop project plans and/or provide oversight of key department initiatives
- Serve as a nutrition and wellness liaison to other agency departments and outside entities in a positive manner
- Coordinate with chefs, educators, and agency/site managers to implement programming according to annual goals and required program curriculum
- Complete all preparations for programming including scheduling, communication with sites and volunteers, gathering equipment and materials, grocery shopping, transporting supplies, and completing necessary paperwork
- Develop policy, procedures and operation guidelines for any direct staff to ensure program goals and outcomes are met
- Assist other program specialists with classes and programs as needed; fill instructor roles as needed
- Conduct site evaluations for wellness programs to improve the effective delivery of programming
- Supervise three Nutrition & Wellness Team Program Specialists
- Administrative duties, including program and financial reporting and evaluation in a timely and accurate manner

- Represent MFC and the Nutrition and Wellness Programs at Health Fairs, meetings, and the general public
- Completes staff development/professional training requirements as specified in the FRCA (Family Resource Center of America), Food Bank of the Rockies and MFC programs and as related to the position

Other Duties:

- Assist with daily operations of Food Bank as needed
- Participate in MFC sponsored fundraisers and events as assigned
- Attend internal and external meetings as needed representing MFC in a professional manner
- Establish and maintain positive working relationships with local agencies serving low-income clients
- Share and communicate funding opportunities with Executive Director (ED) when found through research, e-mails, publications and outside resources
- Assist AD and ED with other programs and projects as needed
- General office duties as assigned

Preferred Qualifications:

- Bachelor's Degree preferably in a human-services related field (Public Health, Nutrition and Dietetics, Health Education, Social Work, or related field); Registered Dietitian preferred
- An equivalent combination of education and experience indicating possession of the above knowledge, skills and abilities may be substituted for education and experience
- 2 of more years of work experience in similar nonprofit or human-services related field, preferred
- Food Safety Certification, preferred
- Spanish as a second language, preferred
- Working knowledge of Grand County and the service infrastructure
- Personal vehicle in good operating condition for use during work as appropriate
- Valid Colorado motor vehicle license
- Proof of motor vehicle insurance
- Knowledge of hunger issues, government and/or private food assistance programs, low-income neighborhoods and social service agencies preferred
- Knowledge of effective nutrition programming
- Ability to work evenings and occasional weekends as necessary
- Ability to lift a minimum of 30lbs