



## Join Us

Be a part of a Child Nutrition transformational dream team and work with Child Nutrition programs across the country! Action for Healthy Kids is embarking on building out the [USDA's Healthy School Meals Incentives](#) (HMI) program and is looking for a bright, detail-oriented, energetic Nutrition Program Manager(s) passionate about childhood health. This will be fast-paced and exciting work. The Nutrition Program Managers will have expertise in school food service and/or nutrition education programming. The Nutrition Program Managers will be responsible for reviewing the HMI grant and recognition applications and providing Districts with any technical assistance they request related to earning the Recognition Awards. The Nutrition Program Managers will provide sub-contractor partner(s) assistance in reviewing the HMI sub-grantee awards and also with building training programs to support school nutrition teams around topics like whole foods, school gardens, operations, and local foods. If you're looking for motivation and inspiration around upgrading school food for kids, we're looking for people just like you! We'll work with many small and rural schools across the country to support and enhance the health of America's children through nutritious school meals.

## About Us

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts, and more—from within the ranks of our 140,000+ constituency to create healthful school changes. We are committed to impacting holistic changes, focusing on serving students from under-resourced communities.

<b>Position Title:</b>	Nutrition Program Manager (USDA-II)
<b>Position Location:</b>	Remote; Chicago-based Preferred
<b>Position Type:</b>	Part-Time (16 hours per week)
<b>Classification:</b>	Exempt
<b>Reports To:</b>	Director, USDA Programs
<b>Original PD Date:</b>	June 12, 2023
<b>Revised PD:</b>	

## Position Summary

The Nutrition Program Manager will work closely with the Healthy Meals Initiative SR Manager, USDA Program and is responsible for equitable implementation of sub-grants associated with the USDA FNS Healthy Meals Incentive cooperative agreement by supporting healthy school environments and family-school partnerships, focused on comprehensive school food environments and nutrition education.

## Essential Functions

- Develop relationships with and serve as the primary AFHK contact for assigned partner school food authorities (SFAs).
- Provide technical assistance to partner SFAs to implement sub-grants to improve the nutritional quality of school meals and meet Healthy Meals Incentives Recognition Award criteria, using a variety of strategies such as:
- Using data from assessments such as the WellSAT to prioritize improvements.
- Facilitating communities of practice within and across SFA partners to share successes, promising practices, and challenges.



- Hosting one-on-one calls with SFA partners to provide support in accomplishing partnership deliverables; and
- Hosting office hours for partner school SFAs, districts, schools, and families.
- Ensure partner SFAs accomplish partnership deliverables in a timely manner by communicating about them, monitoring implementation, and recording the completion of required tasks and grantee deliverables.
- Promote and ensure the use of AFHK and partner digital resources, professional learning, and technical assistance for healthy school environments and family-school partnerships to support the completion of SFA partnership deliverables.
- As requested, develop content for healthy school meal environments and family-school partnerships for use by district staff, school staff, and families.
- Regularly report successes from the field to showcase programmatic work by writing impact stories and facilitating connections between partner SFAs, districts, schools, and families and AFHK Marketing and Communications staff.
- Collaborate with the Research and Evaluation, Marketing, Communications, Development, Finance, and Operations teams.
- Participate in AFHK matrix teams and task forces.
- Represent AFHK externally at meetings and conferences, serving as a spokesperson to current and prospective supporters, partners, funders, and other interested parties.
- Other duties as assigned.

#### **Competencies**

- Communications: Excellent verbal and written communication skills.
- Client Orientation: Cultivating client and ensuring that the client perspective is the driving force behind all value-added business activities.
- Adaptability: Effectively managing changing environments, including business challenges, technologies, etc. Works independently with little direction.
- Team-Oriented: Ability to build authentic relationships with others.
- Time Management/Organizational: Ability to prioritize and meet deadlines.

**Supervisory Responsibilities** – not applicable

#### **Education and Experience Qualifications**

- Bachelor's Degree in Nutrition, or Business Administration with 5 years of relevant experience in child nutrition and/or Federal USDA programs or equivalent. Master's degree preferred.
- Expertise in USDA school meal programs and nutrition education programming is preferred. A thorough understanding of Whole School, Whole Community, and Whole Child principles, practices, and procedures is a plus.
- Proficient with Microsoft Office Suite, SharePoint, and Salesforce
- Strong project/program management, facilitation, and organizational skills
- Strong analytical and problem-solving skills

The wage range for this role considers the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs. Compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current hiring range is \$29-\$37.5 per hour.



**Expected hours of work** - Hours of work are generally normal business hours, Monday through Friday. The HMI Recognition Awards and Sub-grants are available to schools participating in the National School Lunch Program and/or School Breakfast Program in the contiguous United States, Hawaii, Alaska, the District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands. Work hours may need to be occasionally adjusted based on the school location to provide support during school business hours.

**Travel**—approximately 10% overnight, multi-day travel can be expected to attend various conferences and Healthy Meals Summits.

**Physical demands**—The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table; extended periods are required. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment; and requires frequent telephone or virtual meeting activity.

*Action For Healthy Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

Candidates can apply at [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org)