

Job Announcement: Program Specialist at FoodRight, Inc.

Title: Program Specialist

Reports To: Program Manager

Classification: 1 FTE

Location: Milwaukee, WI

Application Deadline: open until position is filled

Overview:

FoodRight, Inc. is a Milwaukee-based non-profit that empowers youth and families to choose foods that sustain life-long health through gardening, food system and culinary nutrition education. We partner with schools and organizations throughout Milwaukee to teach school-aged youth, parents, teachers and volunteers to grow, cook and appreciate healthy plant-based foods.

We are seeking an organized and detail-oriented full-time **Program Specialist** to join our fun and dedicated team of public health dietitians and educators to support the development, implementation, delivery, and evaluation of FoodRight's food and nutrition education programs. The ideal candidate is a self-directed and motivated individual who can support the implementation of our innovative classroom-based culinary and garden-based nutrition education programs and thrives on creating efficient systems to support our mission,

Key Responsibilities:

- Acts as a lead instructor for all culinary nutrition education programs—delivering engaging, well-planned lessons in collaboration with teachers and managing classroom activities
- Ensures that FoodRight delivers the highest level of quality programming meeting the needs of our clients, partners and constituents
- Provides excellent customer service to our clients including teachers, administrators, parents, volunteers and other community members
- Plans, organize and procure all ingredients, equipment, and supplies for weekly lessons and semester implementation
- Tracks and maintains pantry and equipment inventory
- Coordinates logistics for our school-based programs including scheduling and delivering supplies to and from partner sites

- Develops and maintains systems for organizing and collating program data and materials for evaluation and grant reporting
- Assists in developing and publishing recipes, photos, and videos and other education materials to support our nutrition education curricula
- Promotes FoodRight at public events such as health fairs and farmers markets
- Oversees administrative duties including purchasing office supplies, organizing workspace, maintain office equipment
- Supervises volunteers in the packing supplies and meal kits for classroom and virtual culinary lessons

Requirements:

- Self-motivated individual with an inner-drive to produce the best results in any task and to be a part of something impactful.
- Education or experience in nutrition, public health, education or related fields; bachelor's degree preferred
- Understanding of nutrition concepts and basic culinary skills
- A detail-oriented person with meticulous organization skills
- Strong interpersonal skills with an ability to connect and communicate clearly and effectively with people from diverse backgrounds
- Ability to work independently, problem-solve and take initiative in a fast-paced, ever-changing work environment
- Passion for the culinary arts, working with youth and inspiring healthy eating
- Experience working with socially, economically or ethnically diverse youth populations in an educational setting
- General computer skills including knowledge of Microsoft Office products and Google Workspace
- Must pass a National Criminal History check and be able to work directly with youth
- Must have own transportation
- Open availability on weekends for occasional work events (ie: farmer's markets or tabling events)

Benefits:

- An annual salary \$43,000 - \$48,000 commensurate with your education and experience
- Comprehensive individual benefits package that includes generous health and retirement benefits
- A work culture that values work-life balance with work-from-home options
- Ample time off with our generous paid time off package.



- Opportunity to work in a mission driven organization with a positive community impact

Application Procedure and Deadline: To apply, send your resume, a cover letter, three references and a writing sample to info@foodright.org subject line: "FoodRight—Program Specialist." Applications are being accepted until November 15th, 2024 or until position is filled.

FoodRight, Inc. is an equal opportunity employer. All applicants will be considered for employment without regard to sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability. FoodRight greatly values applicants with unique and diverse life experience and is committed to the principle of equal employment opportunity for all employees.