



TasteWise Kids Program Manager - Job Description

Application Deadline: *rolling*

Organization

TasteWise Kids is a non-profit organization dedicated to inspiring kids to explore and experience the world of food and its sources. We empower kids to think about food in new ways, to explore their own sense of taste, and to realize that flavorful, nutritious foods, and good health go together naturally. We provide fun, hands-on food education programs in the Baltimore area.

TasteWise Kids currently has two programs:

- ***Days of Taste:*** Teaches 4th graders the elements of taste and how food gets from farm to table. This program is in schools in Baltimore City, Baltimore County, Howard County and Harford County. This program is currently a virtual program but traditionally has been in-person, during the school day.
- ***TasteWise Kids at Home (TWKatHome):*** Provides online quality, fun food educational resources and activities to kids and families. This program allows kids and families to have fun ways to learn about where food comes from and how to build healthy eating habits with minimal materials. This program is accessible thru our website and social media channels. We are looking for ways to expand and grow through key partners.

Position

The ***TasteWise Kids Program Manager*** is responsible for the planning and implementation of TasteWise Kids programs. This individual would take the lead in creating, implementing, and documenting TasteWise Kids programs. The Program Manager will work closely with TasteWise Kids Leadership to develop the goals and scope of each program. In addition, this position is responsible for some evaluation, development and communication tasks as related to programming. This position is supervised by the Executive Director of TasteWise Kids.

This is a part-time, contract position that requires up to 20hrs/week (80/month). The hourly rate for this position is \$20-\$24/hr. A benefits package is not provided. This position is remote and there is some flexibility in hours though there will be regular virtual and in-person meetings, typically between 8-4pm M-F. In addition, there will be periodic meetings and/or events (presentations to volunteer groups, media opportunities, etc.) throughout the year in the Baltimore area that this person is required to attend. Some of these events are at night or on the weekends. Candidates living in the Baltimore area are preferred.

The Program Manager is required to track her/his hours and key projects, to participate in regularly scheduled team meetings, and meet at least monthly with her/his supervisor to review work progress.

Main Responsibilities

- Develop and manage all program curriculum, activities, and materials.
- Lead the implementation of each TasteWise Kids program, including supervising staff/volunteers.
- Take lead on the documentation of the program, including entering data and running analyses and periodic reports on program participation and outcomes.
- Act as the point person for handling the day to day operations and decisions of the Days of Taste program. This includes creating and overseeing program budgets in coordinate with TWK leadership.

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TasteWiseKids

- Attend and participate in some programming at schools and farms.
- Plan and run program team meetings.
- Maintain physical and/or electronic files and data related to program implementation.
- Participate in staff meetings and evaluation activities on an on-going basis.
- Write social media content for Facebook, Instagram, and our blog related to programming updates and activities.
- Provide support in areas such as grant applications, grant reports, and financial tracking and reporting as related to TasteWise Kids programs.
- Identify opportunities for program improvement and expansion.
- Act as the staff liaison for the Board Committee on Programming and Education.
- Work on special projects as requested by the Executive Director of TasteWise Kids.

Qualifications

- Proven ability to develop/write quality curriculum and/or educational programs for kids. Experience with incorporating social justice and/or diversity/equity components into content and programming highly preferred.
- Experience teaching online and/or in-person lessons or activities. Experience with K-8th grade preferred.
- Proven ability to develop internal structures to help sustain and improve programming, could include writing manuals and/or procedure guides.
- Experience leading a team and working with diverse individuals and groups. Experience working within a non-profit organization or educational setting preferred.
- Demonstrated ability to problem solve, develop creative solutions, and find resources to complete complicated tasks.
- Strong interpersonal skills. Demonstrated ability to work well as part of a team and also take initiative to work independently.
- Willingness to work with data and work in a data-driven organization.
- Willingness to work in an organization committed to centering racial equity in their work.
- Excellent oral and written communication skills. Excellent organizational skills with attention to detail.
- Comfortable with using Microsoft Office, conducting internet research, and using online applications/software including databases. Experience with WordPress and/or Canva preferred.
- Ability to maintain confidentiality and have a professional demeanor.
- Willingness to receive feedback and desire to learn new skills.
- Interested in food, education, farming, kids' health and/or wellness.
- Experience giving presentations and/or trainings preferred.
- Bachelor's degree and at least 6 years of related work experience (additional work experience could be substituted for academic degree).

To Apply: Submit the following items: 1) Cover Letter, 2) Resume and 3) writing sample (sample lesson plan/activity developed to use with children) to:

TasteWise Kids Executive Director, Wendy Jeffries, at wjeffries@tastewisekids.org.

No phone calls please.

References and additional writing sample may be requested.

Candidate will need to pass a background investigation after an offer is made.