



## **Program Manager**

### **Job Description**

#### **Organization**

*TasteWise Kids creates fun ways for kids to learn about food and inspire positive, healthy eating habits. We believe kids deserve to know where food comes from, have the knowledge to make their own informed food choices, and to have the skills to prepare their own food. TasteWise Kids is a small non-profit (budget of \$200K) based in Baltimore and works in Baltimore City, Baltimore County, Harford County, and Howard County.*

#### **Position**

The **Program Manager** is responsible for the planning, coordination, and implementation of TasteWise Kids' Days of Taste program. In addition, the Program Manager will work closely with TasteWise Kids Leadership to identify areas of improvement/growth and to coordinate all program evaluation efforts. The Program Manager will also help with other TasteWise Kids programming, including assessing innovative programming opportunities and writing monthly content for educators and families. This position reports to the Executive Director of TasteWise Kids.

The Program Manager is a paid TasteWise Kids employee that requires 30hrs/week. This position is paid hourly at a rate of \$20-24/hr. and is not eligible for medical or dental benefits. Sick and Safe Leave as well as a EAP are provided.

TasteWise Kids is a virtual organization, with all staff working remotely. However, due to the need for in-person meetings and trainings, the applicant should live in the Baltimore area. At times, this position will require that work be done (e.g., presentations to funders, represent the organization at events, etc.) in the evenings or weekends. The Program Manager is required to track her/his/their hours and to participate in regularly scheduled meetings to demonstrate work progress (at least monthly).

*Job to begin in January of 2022 or until filled.*

#### **Main Responsibilities**

- Coordinate and lead the implementation of the Days of Taste Kids program, including being the point person for the day-to-day operations and coordinating volunteers. *Current programming is mostly virtual. We hope to move to more in-person programming in 2022.*
  - Take lead on the documentation of the program, including entering data and running analyses and periodic reports on program participation and outcomes.
  - Create and manage the program budget in coordinate with TWK leadership.
  - Manage all program curriculum, activities, and materials. Adapt and create new materials.
  - Attend and lead at least some programming at various area schools and farms.
- Contribute and be active team member of the TasteWise Kids program staff.
  - Develop monthly content for TWKatHome for educators and families related to a monthly theme or topic.

- 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 communications as related to TasteWise Kids programs.
- Identify opportunities for program improvement and expansion.
- Maintain physical and/or electronic files and data related to program metrics and impact.
- Participate in staff meetings and evaluation activities on an on-going basis.
- Act as the staff liaison for the Board Committee on Programming and Education.
- Be a strong spokesperson for TasteWise Kids when presenting the organization's work to the public.
- 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-8<sup>th</sup> 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.
- Ability to be flexible and handle multiple competing priorities in a timely manner. Ability to proactively engage across multiple areas of the organization, as needed. Organizational skills are essential.
- Strong interpersonal skills. Demonstrated ability to work well as part of a team and also to take initiative to work independently.
- Interested in food, education, farming, kids' health and/or wellness.
- Willingness to work with data and work in a data-driven organization.
- Proficient with Microsoft Office, conducting internet research, and using online applications/software including databases.
- Ability to maintain confidentiality and have a professional demeanor.
- Willingness to receive feedback and desire to learn new skills.
- Comfortable working with a small team. Sense of humor preferred.
- Bachelor's degree and at least 5 years of related work experience (additional work experience could be substituted for academic degree).

**EEO Statement:** TasteWise Kids does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



**To Apply:** Send resume and cover letter to [wjeffries@tastewisekids.org](mailto:wjeffries@tastewisekids.org). Use subject line “HIRE – Program Manager”. Note that during the application process you will be asked for a writing sample and references.