



May 12, 2022

**JOB ANNOUNCEMENT**

**FULL-TIME NUTRITION PROGRAMS LEADER**

Okanogan County Community Action Council is seeking a Full-time Nutrition Programs Leader. The successful candidate will be responsible for development of funding to help support the goals of the agencies Food & Nutrition Program. This position will include administration, reporting, budgeting, staff supervision and training. In addition, the candidate will need strong communication skills and the ability to problem solve.

**MINIMUM QUALIFICATIONS:**

Ability to work on and lead a team; supervisory and management experience and skills; familiarity/experience administrating and managing the operation of federal and state grants and contracts; positive relationships with local food producers and vendors; strong communication and interpersonal skills; ability to drive a forklift or be trained upon hire; experience pulling a trailer desired; demonstrated understanding of low-income culture; ability to work on a team and with volunteers; ability to lift and/or move objects at waist-high up to 100 pounds and often lift and/or move objects up to 50 pounds above head; Bilingual (English/Spanish) desired; valid Washington State driver's license; acceptable driving record; and valid Food Handler's Permit or ability to receive one.

**SALARY RANGE:** \$4,392 – \$5,856 per month, Dependent upon Experience

**CLOSING DATE:** 3:00 pm, on Monday, June 13, 2022; or until filled.

**HOW TO APPLY:** visit [www.occac.com](http://www.occac.com) to view the job opening. Click the "About Us" tab at the top of the page. Then select the Employment link.

**APPLY BY COVER LETTER AND RESUME TO:**

Okanogan County Community Action Council  
ATTN: Connie  
P.O. Box 1067  
Okanogan, WA 98840  
[connien@occac.com](mailto:connien@occac.com)

(509) 422-4041  
1-877-641-0101  
FAX (509) 826-7339

EEOC/AA Employer

## JOB DESCRIPTION

### **NUTRITION PROGRAMS LEADER**

#### EXEMPT

The Nutrition Programs Leader position leads the Food & Nutrition Department and is responsible for assisting in the development of food and nutrition programs as well as maintaining existing food and nutrition programs in the agency. This position includes administration, reporting, budgeting, staff supervision and training. This position is responsible for the effective overall functioning of the Food & Nutrition Programs.

The Nutrition Programs Leader is responsible for development of funding to support the goals of the Food and Nutrition Program. This position is also responsible for coordinating educational nutrition opportunities for clients throughout Okanogan County. In addition, the Nutrition Programs Leader will oversee the agency's established Food and Nutrition Programs and supervise warehousing activities. This position will also be responsible for coordinating the Food and Nutrition Programs' implementation and administration, contract compliance and service delivery. They will work with the Programs Director and management team to develop, monitor and evaluate agency's Food and Nutrition Programs. A thorough knowledge and understanding of all nutrition related contracts is required. This position will perform duties according to the duties and responsibilities below.

The Nutrition Programs Leader works with the Programs Director to develop and coordinate the Food and Nutrition activities and to build staff capacity and resources for viable and effective programs.

The Nutrition Programs Leader position is supervised by and accountable to the Programs Director.

#### **DUTIES AND RESPONSIBILITIES**

- Work with the Programs Director to develop food and nutrition resources that are in line with the Board/Management Team goals and priorities.
- Manage food and nutrition program activities including grant compliance requirements, outreach and educational opportunities.
- Coordinate nutrition education classes. Contact appropriate presenters and prepare appropriate information.
- Coordination with local county food pantries and organizations.
- Program data collection and reporting.
- Purchase and control food inventory and distribution activities.
- Coordination and communication with funding source program managers.
- Management, supervision, evaluation and training of Food and Nutrition staff and volunteers working in the food and nutrition programs.
- Interface and coordinate nutrition programs with Client Services department.
- Work with Programs Director to provide outreach and marketing of Food and Nutrition Programs.
- Serve as back up to the Food & Nutrition Program staff as needed.

- Develop and operate food programs of the agency to meet Board goals and priorities.
- Develop and manage food programs' budgets as they relate to operations.
- Work with Programs Director and management team to plan and evaluate food programs and recommend needed changes
- Attend meetings pertinent to food programs and maintain contract compliance.
- Prepare contract applications, monitor visits of food banks, closeouts and Board reports for food program activity.
- Oversee food programs' statistical information for reporting purposes.
- Other duties as assigned by the Programs Director.
- Work with Programs Director to conduct grant research and application writing.
- Willingness to expand knowledge base & participate in trainings
- Provide guidance and coordination for implementation of grants and donations for Food and Nutrition Programs.

### **DESIRABLE QUALIFICATIONS**

- Ability to work on and to lead a team
- Experience/skill in program management, planning and evaluation
- Ability to prioritize and effectively delegate
- Success in development and implementation of innovative programs
- Strong Human Resource Skills
- Strong communication (verbal, written, and presentations)
- Strong interpersonal skills
- Experience with rural community development
- Ability to develop, incorporate, and implement systems to improve programs
- Experience administering state and federal food and nutrition grants, contracts and budgets
- Proposal/Grant writing experience
- Excellent skills in word processing, data entry and spreadsheets
- Marketing/Fundraising/Outreach experience preferred
- Knowledge of OCCAC Programs
- Problem solving abilities
- Forklift experience desired
- Experience pulling a trailer desired
- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

### **PHYSICAL DEMANDS ON THE JOB**

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, tools, standard keyboards and office equipment or controls and reach with hands and arms. The employee will often need to lift and/or move objects at waist-high up to 100 pounds and often lift and/or move objects up to 50 pounds above their head. Noises in the work environment are usually moderate. Employees in this position often work in a cold storage environment, and occasionally are required to do labor activity (e.g. sorting food, gleaning).