

FoodChange

Nutrition. Education. Financial Empowerment.

Job Announcement

Assistant Director Food Access

FoodChange's mission is to improve lives through nutrition, education and financial empowerment. Founded in 1980, FoodChange provides nutritious emergency meals to New York City's hungry children and adults. Our education programs improve the nutrition knowledge of low-income people of all ages and strive to make wholesome eating a daily reality for all New Yorkers. And we increase people's financial means by helping them access and secure federal income-support benefits and offering workforce development programs.

We are seeking an Assistant Director who will assist the Director with all aspects of the Food Access Unit, including food stamp outreach, prescreening, training, policy, and advocacy.

Essential duties and responsibilities include the following:

- Co-direct development, implementation and evaluation of multiple projects related to Food Stamp Outreach and Policy.
- Oversee all day-to day operations of the unit.
- Assist in the hiring, supervision, and training of unit staff.
- Work with the Field Coordinator to ensure proper scheduling and site selection of field locations.
- Work with Senior Program Manager to oversee all aspects of the operation of the Call Center. Prepare grant proposals, and project and grant reports.
- Assist in facilitating the work between Food Access and other FoodChange departments. Assist with the management of the unit's project to train, coordinate and ensure quality assurance for community based organizations.
- Conduct appropriate analysis of Food Access work and assist in program direction based on analysis.
- Work with appropriate FoodChange departments and other staff to assist with coordinating the Food Stamp Media Campaign.

Qualifications: Minimum of a Bachelor's degree; Master's degree preferred in a related field. At least three years project management experience and five years direct supervisory experience. Familiarity with government food or income support benefits, preferably Food Stamps, required. Must be computer literate and proficient in Excel and Access. Knowledge of SPSS (advance data analysis software) is preferred. Must be willing to travel throughout the five boroughs on a regular basis. Excellent communication, writing and analytical skills needed.

Salary commensurate with experience and qualifications. FoodChange offers excellent benefits. E.O.E.

Please send a cover letter, and resume to:

FoodChange-HR (Re: Asst. Director, Food Access)

39 Broadway, 10th Floor

New York, New York 10006

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4990

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