

# FoodChange

Nutrition. Education. Financial Empowerment.

## *Job Announcement*

### **Program Manager 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 a full-time Program Manager who will assist the Food Access department with all aspects of the food stamp work, including outreach, prescreening, training, policy, and advocacy.**

#### **Essential duties and responsibilities include the following:**

- Oversee operations of the Call Center. .
- Assist in the management of the delivery of a Food Stamp training and quality assurance project.
- Supervise training staff
- Prepare grant proposals, and project and grant reports.
- Assist in facilitating the work between Food Access and other FoodChange departments.
- Conduct appropriate analysis of call center and project work.
- Aid in the program management and evaluation of multiple Food Stamp outreach projects.
- Monitor and report on call center activity, including utilizing call-center software.
- Identify and assist in identifying and responding to systemic problems with Food Stamp access and participate in program strategy and development.
- Assist in preparing anti-hunger policy position papers and related reports.
- Participate in Food Access management team sessions.

**Qualifications:** Minimum of a Bachelor's Degree; Master's degree preferred in a related field. At least three 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 qualification and experience. FoodChange offers excellent benefits. E.O.E.

#### **Please send a cover letter, and resume to:**

**FoodChange-Human Resources (Re: Program Manager, FA)  
39 Broadway, 10<sup>th</sup> Floor  
New York, New York 10006  
Or e-mail to: [jobs@foodchange.org](mailto:jobs@foodchange.org) / fax to: (212) 616-4990**

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