Seed-to-Plate Nutrition Education Program™ Manager

Job Description Summary
The Seed-to-Plate Nutrition Education™ Program Manager is an inspired leader who is committed to excellence for the benefit of all participating stakeholders, school partners, instructors, and students. With drive and an entrepreneurial spirit, this passionate and experienced educator manages and executes all operational aspects of the our nutrition education program including national program expansion, business planning and marketing, maintaining and improving online assets for new instructor training, professional development and the curriculum support site, assessment of Affiliate Partner grant applications, strategic relationships and expansion, program evaluation, grant reporting and curriculum development.

The S2PNE Program Manager is responsible for the sustainable expansion of Affiliate Partnerships across the country with a special focus on metro Houston, trains and develops the local S2P Instructional team, and virtually mentors distance S2P Instructors on how to effectively implement and integrate curricula into complementary core learning objectives. Through authentic and effective communication this role connects the educational community to the mission, fosters engagement and thoughtful dialogue, and inspires a culture of health across educational institutions, for the purpose of reaching all children with Seed-to-Plate Nutrition Education™.

About Recipe for Success Foundation
Since 2005, Recipe for Success Foundation has worked to combat childhood obesity by changing the way our children understand, appreciate and eat their food, and by educating and mobilizing the community to provide healthier diets for children. Its programs to teach, inspire and empower healthy eating have empowered more than 50,000 youth with the knowledge and skills to make a lifetime of healthy eating decisions. Through efforts including the nationally offered Seed-to-Plate Nutrition Education™, Farmers MarkKIDS™ curriculum, Eat It! Food Adventures children's cookbooks, the VegOut! 30 Ways in 30 Days Challenge and Hope Farms, the Foundation aims to make healthy food appealing and available to everyone. It works to establish healthy eating as the norm and to create a culture in which nutritious food is shared, appreciated, and celebrated. Learn more at recipe4success.org.
Seed-to-Plate Nutrition Education™ Coordinator Job Description, continued.

Job Description

General
- Build and maintain relationships with Foundation donors, sponsors, affiliates and partners to maximize goodwill.
- Maintain a proactive outreach to community members, local and national organizations.
- Outreach, relationship building, and communication with, and productive management of Foundation’s Teachers Advisory Board.
- Submit weekly activity reports to CEO.
- Prepare regular progress reports for Board of Directors.

Seed-to-Plate Nutrition Education™ Program Management

Business Planning
- Review and update Seed-to-Plate Nutrition Education™ Business Plan to reflect current status and set program goals and objectives.
- Meet or exceed programmatic and budgetary goals set forth in the business plan.
- Contribute to budget preparation and implementation.

Relationship Cultivation & Program Promotion
- Strategic outreach, proactive relationship building, and effective communication with education based and like-minded organizations and centers for the promotion and expansion of programs.
- Identify, apply, and present at annual summits/conferences.
- Collaborate with core staff to plan, prepare, and roll out annual complimentary engagement opportunities to school network (including My Favorite Holiday Food Story Writing Contest, farmers marKIDS DAYS, VegOut! Challenge, Earth Day Haiku Contest, and other contests as conceived and designed).
- Organize partner-based events that will provide opportunities for parent, educator, and broader community involvement.
- Lead development of new conference/training engagement.

Communications
- Curate content for monthly Affiliate Partner Newsletter.
- Provide content from the field for Communication Team.
- Provide content for grant reporting and program documentation

Operations
- Direct all programmatic operations and logistics including but not limited to: relationship management, proposals/contracts/billing, scheduling, planning and implementation, stakeholder communication, training, and policies and procedures.
- Maintain content and accounts in web-based training and support resources.
- Mentor and support S2P Instructors via professional development seminars, in-person and virtual training, nutrition education and curriculum support, resource sharing, instructional observations and feedback.
• Inspire S2P Instructors to mentor wellness committees, which support a campus wide culture of health.
• Manage internship programs with partner colleges and universities and independent applicants; act as proctor for all non-farm interns

Curriculum Development
• Participate in the visioning, design, testing, development, and distribution of new Seed-to-Plate Nutrition Education™ lesson plans and units for testing in Showcase schools each year, and for deployment at Hope Farms and special camps, with support from Hope Farms team, Culinary Director and S2P Instructors
• Deploy and improve content and tactics to deliver measurable behavior change in all participating children.
• Ensure grade level alignment for all integrated cooking and gardening content using both TEKS and national Common Core Standards, with a priority to align with across core curriculum areas (math, science and language arts as well as social studies and health).
• Coordinate with core staff to develop new curricula as prioritized for use with middle and high school students, parent, field trip, and community outreach programs.

Program Measurement
• Liaise with Program Evaluator to update and deliver yearly participant assessment tool.
• Provide assessment protocol and procedure training for S2P Instructors and manage data collection and entry process and procedure.
• Liaise with Program Evaluator throughout analyses, drafting, and finalization of Annual Program Evaluation Report.
• Work with grant writers and advisors to identify and successfully measure meaningful metrics of program success.
• Implement program adjustments to ensure Affiliate Partnership Programs meet or exceed effectiveness levels of Showcase programs delivered through home office.

Education:
Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

Experience
Mandatory
5+ years education/teaching experience; experience, training or knowledge of curriculum design; familiarity with online training programs, utilizing and editing technical resources and IT, previous experience managing teams and multiple projects simultaneously; strong interpersonal and time management skills; affinity for and experience with public speaking and presentations; strong budget planning
and management skills. Passionate commitment to child health. Interest or background in organic gardening and/or cooking.

Preferred
Experience working with/in public and charter school systems, serving low-income children and/or families and with data tracking systems such as SalesForce.

Certificates and Licenses:
Teaching Certificate. Valid Texas driver’s license and current automobile insurance.

Competency:
To perform the job successfully, an individual should demonstrate the following competencies: Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities. Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of current obesity research and other solution tactics; Aligns work with strategic goals. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to fundraising and revenue generation; Conserves organizational resources. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Judgment - Displays willingness to make decisions; Exhibits sound and
accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**
Ability to clearly and concisely communicate in written and verbal form is required. At times, the ability to read, analyze and interpret common scientific and technical journals, financial reports, district applications and legal documents will be required.

**Math Ability:**
Ability to collect data and apply mathematical operations to such tasks as budgeting and distribution of services.

**Computer Skills:**
To perform this job successfully, an individual should have knowledge of and reasonable skills in Microsoft Word, Excel, Outlook, and web-based communication. Preference for familiarity with project management tools such as Sharepoint, Salesforce, Mailchimp and Google Groups.

**Work Environment:**
The noise level in the work environment is usually moderate but can be boisterous. The employee must regularly work with young children, parents and teachers in off-site locations including gardens, schools, on school buses, grocery stores and on farms. The employee must occasionally be exposed to farm animals, natural fertilizers, pesticides and farm equipment and must regularly work on or near farm and garden equipment.

**Other Responsibilities:**
The employee must be willing to regularly commute to schools in the surrounding

Updated on 7/17/18.
areas to observe teachers, take meeting, and present at district level. The employee must provide adequate transportation and will be reimbursed for mileage used on behalf of employer (not to include distance to and from work) at the IRS rate.

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ACKNOWLEDGED

__________________________________________
Date

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Printed Name