



Manna Food Center Job Description – Program Coordinator – Community Food Education

Reports to	Community Food Education Manager
Direct Reports	None
Full-Time/Part-Time	Full-time: 40 hours a week, Non-exempt
Wage:	\$20.00 to \$22.00 per hour commensurate with experience (salary equivalent of low to mid 40's)

Job summary

Are you a skilled home cook and culinary enthusiast? Are you interested in sharing your love of cooking to contribute to food security? Do you want to be challenged at work, learn new skills, work in an organization that values equity and community engagement, have fun, and make a significant impact? Manna Food Center is seeking a Program Coordinator to foster a love of healthy eating and confidence in food preparation among youth in virtual spaces and, when safe, utilizing “Manny,” Manna’s [Mobile Kitchen](#). The Coordinator’s primary responsibility is scheduling and implementing cooking education in partnership with school staff, after-school programs, and other community service providers.

Our Story: Manna Food Center has been promoting food security in Montgomery County, MD for over 35 years. Through direct food distribution programs, food education, and advocacy Manna is creating a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity. We maintain a robust community food education program in order to work with our participants to cultivate a culture of health and wellness.

Manna’s current strategic plan is addressing social determinants/influences of health. The Community Food Education team is critical to improving health outcomes for Manna participants. We seek a Program Coordinator who is eager to share their passion for healthy living and is excited to co-create with and learn from our culturally diverse community of County residents.

Primary duties include implementation of the Mobile Kitchen program at Manna and will work closely with the Program Manager for Nutrition Education to achieve the outcomes set for this project’s inaugural year. This position will work with stakeholders in MCPS, Linkages, and other Manna food distribution partners to schedule and conduct hands-on cooking classes for youth, their parents, and seniors. The Program Coordinator will also coordinate East County-specific Breaking Bread activities in collaboration with partner organizations.

Primary Duties

- Assists with integration of Manna’s food education programming into Manna’s food security activities. This includes both indirect (printed information and recipes) and direct (classes/workshops) methods.
- Work with school staff and other community stakeholders to schedule youth classes.
- Using previous coursework, create curricula for youth classes that highlight basic nutrition information, cooking skills, and gardening.
- Coordinate and teach classes utilizing Zoom or the Manna Mobile Kitchen and lesson plans appropriate for elementary school youth, adults and/or seniors.
- Utilize volunteers to assist with class facilitation and/or ingredient delivery, as needed.
- With Community Food Education Manager, develop strategies to monitor and evaluate program impact.

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- With Community Food Education Manager, create social media content and videos that inform Manna participants about health and wellness.
- Assist Community Food Education Manager with employee health and wellness program.
- Collaborate with Development and Communications team to incorporate accurate program goals, statistics, and outcomes into grant applications and reports.
- Represent Manna at school-based health fairs and other community-based gatherings, sharing updates on Manna's programs and networking with school staff and community leaders.
- Other duties as assigned or needed.

Minimum requirements

- Bilingual fluency in English and Spanish required.
- Love of and knowledge about food and its connection to health.
- Experience teaching people of diverse ages and cultures.
- ServSafe Manager Certification and Montgomery County Certified Food Manager status (or ability to obtain shortly after hiring).
- Ability to multi-task effectively and handle a wide variety of diverse and concurrent responsibilities.
- Excellent organizational and communication skills and attention to detail.
- Comfort with working outside of typical business hours, i.e. evenings and weekends.
- Excellent customer service skills and experience collaborating with diverse staff and volunteers.
- Proficiency in Microsoft Excel, Outlook, Teams. Experience with Canva and social media platforms including Facebook, Twitter, and Instagram a plus.
- Able to shift roles in a variety of settings depending on organizational needs
- Commitment to Manna's mission, vision and values of Respect, Service, and Partnership.

Justice, Equity, Diversity, and Inclusion Statement Manna Food Center is committed to serving as an ally for racial justice and is proud to be an equal opportunity employer. We are fully committed to equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Applicants with lived experience of our service area are encouraged to apply.

Our Hiring Process and Timeline

- We will accept and review resumes with cover letters on a rolling basis until position is filled.
- **Please submit your resume and cover letter to jobs@mannafood.org.**
- Top candidates will move forward to a telephone interview, and two in-person (or virtual) interviews.

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