



## **Produce Plus Program Manager**

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a **Produce Plus Manager**.

The Produce Plus Program Manager will lead the Healthy Food Access Initiative grant from the DC Department of Health to implement the city's Produce Plus Program by partnering with farmers' markets and residents across all 8 wards of DC. The person in this position will be responsible for supporting farmers' markets, in neighborhoods experiencing disproportionately negative health outcomes, develop as accessible, enjoyable, substantial, community-oriented spaces. The ideal candidate would be process-oriented, collaborative, and have experience managing grants and working with farmers' markets in DC. This position reports to the Deputy Director and supervises the Produce Plus Program Assistant as well as four seasonal registration staff.

### **Key Responsibilities**

#### *Produce Plus Program*

- Coordinate and lead Produce Plus program activities, including but not limited to:
  - Program Implementation
    - Convene the Produce Plus Core Planning Team
    - Oversee Produce Plus Program incentive distribution and creation of program manual
    - Work with the Produce Plus team to recruit, train, and manage a group of dedicated volunteers to support program implementation
    - Support development of outreach campaigns and marketing materials, in partnership with the Community Engagement Manager, to increase community awareness of and participation in food access programs in the city
    - Partner with Libraries and Recreation Centers with a particular focus on Wards 5, 7, & 8 to register eligible residents for Produce Plus
    - Manage a subcontractor in updating and maintaining the Produce Plus app used in collection of participant data
    - Work with partners to transition the disbursement of program funds from checks to debit cards
    - Build and maintain strong, transparent communication channels with Produce Plus distributors and vendors

#### Monitoring & Evaluation

- Manage relationship with a contracted evaluator to complete an evaluation of the Produce Plus program during the 2020 season
- Carry out program monitoring and evaluation for the Produce Plus Program

- Closely monitor program expenditures and project program spending to ensure that any relevant programmatic impacts are expected and implemented
- Manage customer and programmatic data
- Maintain records and audit partner invoicing and payments
- Establish and maintain open channels for input, feedback, and program development with Produce Plus customers and vendors, in close partnership with other DC Greens team members
- Complete all grant reporting for the Healthy Food Access Initiative grant to the DC Department of Health

### **Qualifications**

- Bachelor's degree preferred
- A minimum of 3-5 years of experience working with farmers' markets, food access programs, and food justice
- A minimum of 5 years program management and administration experience
- Knowledge and understanding of DC and the Produce Plus Program, preferred
- Excellent attention to detail and process oriented
- Proven ability to build strong collaborative relationships
- Experience monitoring and reporting on complex grant programs
- Proactive individual who takes initiative
- Ability to troubleshoot problems through collaboration
- High level of proficiency in Microsoft Office Suite and Google Drive
- Exceptional written and verbal communication skills
- Spanish language proficiency, preferred

### **Salary**

This is a full-time (40 hours/week) salaried contract position, starting in March and concluding in December. The salary is annualized based on a range of \$69,150 - \$74,400.

### **How to Apply**

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

If interested, email a cover letter and resume to [hiring@dcgreens.org](mailto: hiring@dcgreens.org). Please put "Produce Plus Manager" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_Application." The deadline to apply is February 7, 2020, 11:59 pm EST. Anticipated start date is March 2nd.