



## Job Announcement

Posted: June 7, 2018

### *Nutrition Director*

<b>Job Title &amp; Code:</b>	Nutrition Director (Exempt)
<b>Job Hours:</b>	Full Time
<b>Salary:</b>	\$2,115 - \$2,960 semimonthly DOE
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

**Help solve food insecurity and feed southern Oregon by joining the ACCESS team as the Nutrition Director. Annually we move about four million pounds of food to 25 local pantries throughout the Rogue Valley. Supervise a spectacular team and help us feed our community through effective and creative programs, education, community building, and development.**

#### **Position Summary**

The Nutrition Program Director has responsibility for program development, staff supervision and training, contract management, budget development, fiscal oversight, and program operations for the ACCESS Nutrition Programs. This position works under the general supervision of the Executive Director, who provides broad goals and objectives for the development of services and programs as they relate to the agency's mission and strategic plan.

#### **Position Duties & Responsibilities**

- Plan, assign and direct the activities of the Nutrition Department programs and projects; develop work plans, allocate resources and develop schedules to accomplish program goals; forecast personnel and funding requirements; develop new programs/projects to respond to community needs.
- Develop and implement program policies, procedures and guidelines within department and legal standards; review, interpret and clarify relevant statutes, regulations and department policies.
- Monitor and evaluate program effectiveness in meeting established objectives; develop quality assurance standards and implements review processes; respond to client complaints and appeals of decisions made by subordinates.
- Directly supervise employees and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for or participates in preparing and updating budgets and grant proposals; manage budget/grant funds and authorizes/review contract payments and program expenditures; develop proposals for additional funding and personnel; gather and compile data and prepare reports.
- Represent ACCESS to the general public in a variety of fashions, including but not limited to public speaking, media interviews, and outreach to various constituencies. Represent ACCESS on boards and committees in furtherance of program priorities. Provide story ideas and current program marketing information to appropriate staff and vendors on a regular basis.
- Maintain proper licensing as required for food handling, truck driving and related duties.
- Drive food trucks as appropriate for special events and food drives.
- SERVSAFE Certification in Food Service Management.



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#### **Position Requirements**

- Belief in ACCESS' mission to help people help themselves.
- Bachelor's degree with relevant emphasis and at least 3 years' experience in social services. Equivalent experience in social services may be substituted for the educational requirement.
- Minimum of 3 years' experience in program design and implementation, and personnel management.
- Documented experience in nonprofit or government fiscal management including budgeting.
- Strong organizational and analytical skills. Excellent verbal and written communication skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office. Experience using databases as a tool for effective operations and knowledge management.
- Able to work independently in a deadline-driven environment.
- Strong time management/prioritization skills and solid judgment with outstanding attention to detail and follow-up.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

#### **Apply by Submitting Application, Cover Letter, & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information