



## **JOB POSTING: Program Manager, Go!Healthy Eat Smart New York Program**

### **POSITION SUMMARY:**

The Children's Aid Society (CAS) helps children in poverty to succeed and thrive. We do this by providing comprehensive supports to children and their families in targeted, high-needs New York City neighborhoods. In 2003, CAS launched a number of programs aimed at preventing and slowing the rates of childhood obesity in the communities we serve. The programs come together under the umbrella of Go!Healthy, a comprehensive wellness and healthy eating initiative that engages children from birth through adolescence, as well as parents and staff. For information about the Go!Healthy programs, please visit:

[www.childrensaidsociety.org/nutrition](http://www.childrensaidsociety.org/nutrition)

We are seeking a Program Manager to help develop and oversee the implementation of a new comprehensive Supplemental Nutrition Assistance Program (SNAP) Nutrition Education and Obesity Prevention, Eat Smart New York program. The intervention will include: behaviorally focused, evidenced-based nutrition education classes and food demonstrations with children and adults, the implementation of policy and environmental strategies to facilitate the adoption of healthy nutrition and physical activity behaviors, and the use of social marketing and media. The Program Manager will report to the Director, Food and Nutrition Programs and will be responsible for supervising one full-time and seven part-time employees.

The ideal candidate has at least 2 years of program management experience, with strong supervisory skills and the ability to work on multiple projects simultaneously. The Program Manager should be a strong leader and a creative thinker with considerable expertise in obesity prevention programs that include: nutrition education, cooking, gardening and other policy and environmental supports. Specific responsibilities include:

### **RESPONSIBILITIES:**

- Recruit, hire and supervise the Go!Healthy Eat Smart New York Program staff, including one full-time and 7 part-time Nutritionists.
- Develop and implement trainings and professional development workshops for program staff.
- Oversee the implementation of Go!Healthy Eat Smart New York Program across 9 sites, including the coordination and delivery of group-based nutrition education classes and physical activity demonstrations for adults and children, nutrition and wellness committees and food box distribution programs.

- Coordinate all site logistics including, identifying site locations, class times and the purchase and delivery of all program equipment, materials and supplies.
- Develop and implement program monitoring and evaluation activities, including the development of data collections systems to assure that all grant outcome measures are met.
- Produce summaries and reports document and track program success and change.
- Manage program budget and administrative systems.
- Work with CAS Communications Office to promote program through blogs, website and other media.

#### **SKILLS AND QUALIFICATIONS:**

- Master's Degree in Nutrition, Public Health or related field is required. Certified Registered Dietitian is a plus.
- A minimum of 2 years of program management experience with demonstrated expertise in obesity prevention programs that include: nutrition education, cooking, gardening and other policy and environmental supports.
- Passionate and dynamic trainer who connects well with and inspires people of diverse ages and backgrounds.
- Experience implementing program monitoring and evaluation activities.
- Energetic, with great capacity to prioritize and juggle multiple projects efficiently.
- Excellent communication skills, both verbal and written.
- Loves working in a team and values cultivating a strong team dynamic.
- Super organized, detail-oriented and self-motivated.

To apply, please submit your resume and cover letter through our career portal:

<https://www.childrensaidsociety.org/employment/jobs> (Search for: Program Manager, Go!Healthy Eat Smart New York Program)

If you have any questions, please email: Alyson Abrami, MS, RD, Director, Food and Nutrition Programs, [aabrami@childrensaidsociety.org](mailto:aabrami@childrensaidsociety.org)