



**Food Security Programs Manager**  
**Position Hiring Immediately**  
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**Posted June 19, 2020**

Apply at [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org)  
[www.mocofoodcouncil.org](http://www.mocofoodcouncil.org)

The Montgomery County Food Council (MCFC) improves the health and well-being of county residents, the environment, and the economy by serving as the central connector for nonprofit, government, business, and community partners to collaboratively build a robust, equitable, and sustainable food system. MCFC creates community education tools, processes to collect food system data, and collaborative stakeholder networks to increase knowledge about hunger, environmental sustainability, supporting local businesses, and food education in Montgomery County.

Position Overview

We seek a self-motivated, skilled, and goal-oriented Food Security Programs Manager dedicated to coordinating the Food Council's Food Security Plan implementation initiatives. This is a full-time, salaried position that requires a commitment of 40 hours per week with some required evening and weekend meetings. The Food Security Programs Manager will report to the Food Council Executive Director. We intend to fill this position as soon as possible, ideally with a start date in mid-to-late July 2020. This position will be an exclusively remote position until September 8, 2020, at which point in-person engagement will likely resume.

In early 2017, MCFC co-led the creation of the Montgomery County Executive's 5-Year Food Security Plan ([www.montgomerycountymd.gov/foodsecurity](http://www.montgomerycountymd.gov/foodsecurity)), which outlines the path towards building a Montgomery County in which all people have access to safe, sufficient, and nutritious food, with dignity. The Plan (FSP) offers comprehensive background data on food security, demographics, poverty, income, employment, transportation, public health, benefits program participation, and the wide range of existing food assistance resources on the Federal, State and County level. The FSP also offers extensive recommendations to guide future research, analysis, funding, and policy actions to work toward enhancing food security in Montgomery County.

Responsibilities include, but are not limited to, the following areas:

- Work with the Montgomery County Department of Health and Human Services and partner organizations to implement the recommendations contained in the County's Five Year Food Security Strategic Plan, providing annual updates to the County's Health and Human Services Committee and organizing an annual public-facing community update.
- Collaborate with partners to provide support and resources to food assistance organizations to help increase capacity and standardize best practices.

- Develop outreach and training materials and conduct extensive outreach to increase engagement in food security efforts with a wide variety of community partners.
- Provide administrative and facilitation support to the Food Recovery and Access Working Group, including agenda planning, meeting location reservations and scheduling, minutes taking, and volunteer engagement.
- Oversee and provide administrative support to FRAWG subgroups and pursue implementation of previous subgroup recommendations, including Nutrition Standardization and Health Care and Food Access, including “screen & intervene” initiatives in healthcare settings.
- Facilitate increased connectivity among food assistance providers and between providers and recipients so that resources are efficiently and systematically coordinated and shared.
- Coordinate stakeholder input in the collection of service data of County food assistance providers to calculate an accurate picture of unmet need in the County.
- Collaborate with the County Statistician’s Office and Department of Health and Human Services (DHHS) on the maintenance of FoodStat, and advocate for the use of FoodStat in all County government agency programming.
- Manage and coordinate the Food Council’s AmeriCorps VISTA and the VISTA Workplan, including the creation and maintenance of a Food Security Plan Community Advisory Board.
- Manage and coordinate the Food Council’s SNAP Outreach program, including the recruitment of volunteers, planning of trainings and creation of materials, volunteer scheduling and attendance at outreach sessions.
- Manage the annual Food Assistance Resource Directory update process.
- Maintain and update the comprehensive food and basic needs assistance referral toolkit called the “Screen & Intervene” Toolkit.
- Attend and present at community meetings, conferences, webinars and other gatherings on food insecurity in Montgomery County, the Food Security Plan, Food Security Plan best practices and knowledge sharing activities, and Food Council initiatives relating to the reduction of food insecurity in the County.
- Attend and provide input on Food Council Policy Committee activities relating to food insecurity, including advocacy opportunities, legislative testimony and letters or support or opposition.
- Enhance information-sharing networks to increase awareness of available Federal, State, and County food assistance benefits.
- Manage and facilitate the Food Council’s COVID-19 Response Weekly calls, including planning the agenda, sending out call information, gathering data, conducting the call, and supervising minutes compilation.

**Requirements:**

- Bachelor’s Degree or equivalent
- 3-5 years of experience in food system program coordination
- Bilingual abilities preferred
- Excellent verbal and written communication skills
- Comfort with public speaking and presenting
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and multitask
- Strong analytical and problem-solving skills

- Strong supervisory and leadership skills, with the ability to prioritize tasks and delegate them where appropriate
- Proficiency in Microsoft Office Suite and Google Drive a plus

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Access to an automobile is recommended but not required. Benefits include generous paid time off, matching SIMPLE IRA, a technology stipend, and paid medical leave. The salary range for this position is \$52,000-\$56,000.

**Application Process:**

To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by July 5th with the subject line "Food Security Programs Manager Application." Cover letters should include a summary of the candidate's community engagement experience in Montgomery County and experience engaging in food systems issues. No phone calls please.

The Food Council strives to have a team that reflects the diverse population of Montgomery County's communities and encourages and seeks applications from people of color and members of the gay, lesbian, bisexual, and transgender community. The Food Council is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.

Learn more about the Montgomery County Food Council at: [www.mocofoodcouncil.org](http://www.mocofoodcouncil.org).