



**Food Security Programs Manager**  
**Position Hiring Immediately**  
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**Posted December 22, 2020**

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

MCFC is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling. MCFC currently leads community coordination and connection efforts to feed the County's food insecure residents during COVID-19. 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 our County.

Position Overview

We seek a self-motivated, skilled, and goal-oriented Food Security Programs Manager dedicated to coordinating the MCFC's Food Security 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 MCFC Executive Director. We intend to fill this position as soon as possible, ideally with a start date in mid-to-late February 2021. This position is expected to be an exclusively remote position until June 30, 2021, at which point in-person engagement will likely resume.

The MCFC staff is a small team of 8 that collaborates closely with 25 volunteer Council Members and 200+ active working group partners. The MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

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

- Work with the Montgomery County Department of Health and Human Services (DHHS) 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.
- 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.
- Provide administrative and facilitation support to the Food Recovery and Access Working Group (FRAWG), including agenda planning, meeting location reservations and scheduling, minutes taking, and volunteer engagement.
- Oversee and provide administrative support to FRAWG subgroups including Nutrition Standardization and Health Care and Food Access, and pursue implementation of previous subgroup recommendations, 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 County food assistance provider service data to calculate an accurate picture of unmet need in the County. Collaborate with the County Statistician's Office and DHHS on the maintenance and government agency use of [FoodStat](#).
- Supervise a Food Council AmeriCorps VISTA and coordinate their VISTA Workplan, including the creation and maintenance of a Food Security Plan Community Advisory Board (FSCAB), in partnership with the Policy and Advocacy Manager. The FSCAB provides resources and training opportunities to County residents who have experienced food insecurity, to support their leadership as resource navigators and advocates in their communities. These diverse community voices are essential to understanding both the effectiveness of local food security programs and the gaps that still need to be addressed as MCFC, County government, and other community partners implement the County's five-year Food Security Plan.
- Manage the annual Food Assistance Resource Directory update process.
- 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 MCFC initiatives relating to the reduction of food insecurity in the County.
- Enhance information-sharing networks to increase awareness of available Federal, State, and County food assistance benefits.

### **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
- Cultural competency and ability to work effectively with a diverse community of stakeholders
- Proficiency in Microsoft Office Suite and Google Drive a plus
- Deep understanding of food insecurity and its root causes as well as existing food assistance programs and resources on the Federal, State and County level

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and reliable 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, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave. The salary range for this position is \$50,000-\$55,000 annually.

**Application Process:**

To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by January 18th 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 MCFC is committed to building equity in a food system that has, since its very beginning, established and reinforced structural racism and social injustice. We strive to create and strengthen pathways for those who have been marginalized by our food system to direct the policies and programs that will build a more equitable system. The MCFC prioritizes the expertise and leadership of people of color in facilitating systems change and building a team that reflects the diverse population of Montgomery County’s communities. We actively encourage and seek applications from Black, Indigenous, and people of color and members of the gay, lesbian, bisexual, and transgender community. We also encourage applications from people with these identities or who are members of other marginalized communities. The MCFC 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).