

## **Feeding the Gulf Coast Job Description**

**Job Title:** MS Nutrition Programs Manager

**Department:** Child Nutrition

**Reports To:** Child Nutrition Programs Director

**FLSA Status:** Exempt

**Location:** Gulfport, MS

**About the Organization:** As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

**Summary:** Represent the Food Bank on Nutrition Program issues while supervising the implementation of Nutrition Programs and management of selected staff.

### **Duties and Responsibilities include the following:**

- Serve as the subject expert on rules, regulations, and guidelines related to Child Nutrition Programs (CNP).
- Submit appropriate applications for federally funded child feeding programs, including assisting with budgets. Develop, maintain, and cultivate new and existing child feeding program sites and partnerships.
- Responsible for conducting inventory control for CNP.
- Conduct final review and submission of program documents for claim submission, including expenses.
- Develop and coordinate backpack and other child nutrition related programs.
- Coordinate and participate in required monitoring of feeding site activities.
- Assist with reporting and grant submission related to nutrition programs.
- Manage operations of CNP program including product delivery and inventory.
- Supervise Mississippi CNP Specialist and Interns to ensure day-to-day operations of programs.
- Assist with program audit.
- Perform other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Gmail.

**Certificates and Licenses:**

Valid driver's license with driving record that meets company insurance requirements.

**Education/Experience:**

Bachelor's degree (B.A./B.S.) or one year related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Strong organizational skills
- Multi-tasking skills
- Ability to meet deadlines
- Outstanding interpersonal communication skills
- Presentation skills
- Excellent writing skills
- Ability to problem solve
- Ability to self-start
- Self-management skills
- Ability to be decisive
- Detail oriented
- Ability to take ownership of large projects
- Ability to be persistent

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, and talk/hear. The employee is frequently required to stand.

The employee is occasionally required to reach with hands and arms.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is frequently exposed to driving for multiple hours.

The noise level in the work environment is usually moderate.

Please send resumes to Alyica Skull, HR Administrator, at [askull@feedingthegulfcoast.org](mailto:askull@feedingthegulfcoast.org).