



FLIPANY - Registered Dietitian - Food and Nutrition Senior Program Manager

Florida Introduces Physical Activity and Nutrition to Youth (FLIPANY)

Position Title:	Registered Dietitian - Food and Nutrition Senior Program Manager
Reports to:	Vice President of Programs
Position Type:	Salaried, Exempt – some evening and weekend hours
Pay Scale:	\$48,000- \$56,000
Contact:	To apply: send resume and cover letter to Kristine at Kperezcarrion@FLIPANY.org

Position Overview:

This position includes working as part of a multi-disciplinary team on goals for a healthier community. This position supports several community-based initiatives and requires an RD who has experience working in menu planning, procurement, food service delivery, small team management, and community outreach activities, curriculum development, and presentations. Excellent customer service and project planning skills are required as well. This position is vital to increasing awareness and knowledge of good nutrition practices among youth After School Site Staff and parents, while ensuring proper, consistent execution of the food and nutrition programs (Child Care Food Program, Summer Food Program, and Afterschool Meal Program).

The RD is specifically responsible for meeting and reporting on grant deliverables, not limited to, coordinating and delivering nutrition workshops for parents and staff, facilitating focus groups, and analyzing the data to further improve the food program, overseeing the menu bids, hold the caterer accountable for food quality, menu production and presentation. Additionally, the RD will work alongside the Senior Program Manager of the Nutrition Department to maintain effective nutrition curricula, procure and disseminate nutrition education materials for all FLIPANY nutrition education programs.

This position requires a highly motivated and flexible person who has the ability to work both autonomously and within a team setting, to communicate effectively with after school staff serving at risk youth, catering personnel, program managers and consistently produce high quality presentations with proven results. The position requires a goal-oriented, culturally–attuned person, capable of working in a fast-paced, diverse environment as well as with volunteers and other staff. RD responsibilities include, but are not limited to:

- Responsible for upholding compliance of federally and locally funded child nutrition assistance programs as it pertains to nutrition education and the menu component.
- Gathering and analyzing data to improve food offerings and menu; ensure the quality of the meals delivered.
- Work closely with the caterers to aid in the execution of the menu items, work as team to ensure the food is appealing, kid friendly, tasty, etc.

- Communicate with catering personnel to maintain consistency in quality of food service
- Responsible for co-leading the F& N team, under the oversight of the F & N Senior Program Manager, by providing trainings support, facilitating team meetings, monitoring work plans, etc.
- Coordinate, schedule and deliver staff and parent workshops at afterschool centers throughout Miami.
- Menu development for food program – maintaining compliance, identifying gaps, improving the menu, finding new qualifying programs, partners, and business opportunities
- Prepare and present workshops to the public on best practices and successful model programs including the role healthy food and beverage options have on improving the health of youth and the community.
- Collaborate closely with the Senior Program Manager of the Nutrition Education Department to procure nutrition materials, review all curricula, and recipes, and aid in creating and disseminating educational materials to partner organization and participants.
- Facilitate bi-annual focus groups, obtaining and analyzing feedback from youth and staff of sites receiving snacks/meals, writing a final report
- Chair the CHASE (Choosing Healthy Alternative in After School Environment) Committee
- Communicate with catering personnel to maintain consistency in quality of food service
- Work with the Senior Program Manager to maintain quality and effective nutrition lesson plans
- Review all Nutrition lessons for accuracy and provide final approval
- Keep accurate records of contacts and progress made on specific grant deliverables
- Prepare quarterly reports/stories (pictures, quotes, etc.) for grant reports and case studies
- Prepare and maintain program spreadsheets, including monthly reporting of progress
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers

Key Attributes of a Strong Candidate:

- Experience with project management
- Ability and willingness to conduct presentations and workshops to diverse communities
- Ability to accept feedback, remain positive, and make changes accordingly
- Ability and willingness to work evenings and weekends for the purposes of attending community meetings or nutrition workshops
- Have stellar written communication skills and a comfort with public speaking for diverse audiences
- Ability to effectively lead teams
- Experience with menu development that meets federal/local nutrition assistance standards
- Commitment to accuracy and excellence
- Ability to represent FLIPANY in a professional manner in the community
- Creativity in problem resolution and an open-mind to new ideas
- Have knowledge of and existing ties to a broad and diverse range of community resources
- A self-starter who can work independently as well as part of FLIPANY's team
- Ability to be flexible, work under tight deadlines, and work under pressure
- High level in computer proficiency, including but not limited to; Microsoft Word, Excel, Outlook, PowerPoint, etc.)
- Bi-lingual preferred

Qualifications:

- Must be a Registered Dietitian and Licensed Dietitian
- Minimum 2 years of management experience

- Minimum 1 year experience in teaching workshops
- Minimum 2 years' experience working in menu development, food service, menu procurement
- Experience in community nutrition setting (preferred)
- Proven track record of the above "key attributes"

FLIPANY's mission is to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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