



## Nutrition Education Manager

### Second Harvest's Mission:

Fighting hunger, feeding hope: Second Harvest brings community resources together to feed people in need through empowerment, education, and partnerships.

### Purpose of Position:

- The Nutrition Education manager is responsible for managing agency relations. The agency relations team strengthens and builds relationships with our partner agency network of food pantries, shelters, and hunger-relief programs.
- Second Harvest's ability to help hungry people is built from our relationships with our partner agency network and thoughtful communication across the organization.

### Job Description:

- Full time position at our Singer Distribution Center in Spokane, overseeing two staff members.
- The Nutrition Education Manager oversees the activities of the agency relations team and develops and collaborates with our network of agencies who provide quality access to food across Eastern Washington and North Idaho.
- Responsible for managing, implementing, and maintaining administrative systems that help the Nutrition Education department meet its departmental goals.
- The manager will be involved with database management and reporting, partner agency engagement, and special projects.
- Performs all other duties and responsibilities as assigned or as necessary.

### Qualifications:

- Good communication is essential in this role. Strong candidates possess strong interpersonal skills and are excellent communicators, in both written and oral form.
- Degree in a related field and a minimum three to five (3-5) years of related managerial experience and/or training. Non-profit experience is preferred.
- Successful Second Harvest employees are engaged in the mission, enjoy challenging work, and thrive on strong teams. Able to work responsively, switching between tasks and re-ordering priorities based on new information.
- Strong aptitude for, and interest in, administrative and operational processes.
- Individual must have valid driver's license and a Food Handler's Permit.

### Other Information:

- Candidate must pass a pre-employment background check and pre-employment drug screening.
- Starting wage is \$18.00 - \$20.00 per hour, plus benefits.
- Email cover letter and resume to [Lacey.Cosgrove@2-harvest.org](mailto:Lacey.Cosgrove@2-harvest.org)
- All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, creed, marital status, age, the presence of any sensory, physical, or mental handicap, status as Vietnam era veteran or disabled veteran, or because of an individual's sexual orientation.