

**Access of West Michigan
Program Manager, Good Food Systems Part Time
Job Description**

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the last five years, Access has framed our approach to poverty by focusing on prevention through systems change. Our three initiatives include Good Food Systems, Congregation Connections, and Poverty Education. The **Good Food Systems** initiative focuses on growing a local food system that is fair, green, healthy, and affordable for all. **Congregation Connections** connects the faith-based community to issues of justice and stewardship within benevolence outreach. Our **Poverty Education** initiative exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities while providing economic opportunity for our workshop staffers.

The Opportunity

The Part-Time Program Manager is primarily responsible for the Good Food Systems programs and offerings, including coordinating the Good Food partner group, overseeing partner agreement execution, all data capture and management, and implementing our Collaborating for Transformational Justice in the Food System programming. The Program Manager has the ability to connect the Access Good Food vision to detailed oversight of the logistics that make our programming thrive. This role will successfully build and maintain relationships with partners and represent the values of Access. The Program Manager must have a solid ability to set strategic goals and create benchmarks for getting there. With a Shared Leadership organizational structure, we do not micromanage staff but have high expectations for their ability to be creative, achieve goals, and be a team player while contributing to our close-knit culture.

What You'll Do

General Program Management

- Create and update documents that summarize current research and best practices through an anti-racism/anti-oppression lens
- Collect reports from Good Food System partners and aggregate and organize data for mid-year and annual reports
- Create and update workplans and timelines for each partner based on program objectives

Strategy and Development

- Contribute to the creation and implementation of Collaborating for Transformational Justice in the Food System programming
- Assist in development of anti-racism/anti-oppression curriculum for partner use
- Work with Good Food Systems Director and Communications Manager to ensure materials and messaging are up to date as well as innovate new messaging/promotion options for partners

Relationship Management

- Serve as a liaison between Access and Good Food partners through planning and facilitating meetings, providing support to individual partners
- Facilitate regular one-on-one meetings with staff at partner organizations
- Onboard new partner site staff
- Communicate deadlines, expectations, and collaborative objectives (through email, phone and in-person contact)

Data and Evaluation

- Update surveys and survey process and ensure surveys are shared with good food team and others as needed
- Receive surveys from programs to aggregate, organize surveys for each program, organize data for mid-year and annual reporting
- Provide data and outcome reports to each partner as needed
- Ensure grant requirements are met and that information needed to complete grant reports is collected and shared

Who You Are

- 1 to 3 years of experience in food systems work
- Bachelor's degree in related field or equivalent related experience
- Experience with program management
- A commitment to our values as a faith-based organization with a shared leadership structure
- A people-oriented, relational mindset
- Excellent verbal and written communication
- Experience facilitating large and small group presentations
- Ability to work both independently and as part of a shared leadership team
- Knowledge of the systems of poverty and commitment to work on root causes of systemic poverty
- Excellent organizational skills with accuracy and attention to detail
- Commitment to the goals of an anti-racist/anti-oppressive culture and an understanding of the principles of diversity, equity, and inclusion
- Ability to implement and lead group discussion and programming around anti-racism/anti-oppression
- Ability to work a flexible schedule that includes occasional nights and weekends
- Willingness to engage in healthy conflict
- Knowledge of Microsoft Office Programs: Excel, PowerPoint, and Word

Compensation and Benefits

- \$18.00 per hour
- Retirement Plan - IRA employer match up to 3%
- Parental Leave
- Flexible Work Hours
- Paid Time Off

Location

Grand Rapids, MI

We are currently operating in a hybrid work environment requesting that staff are in the office half of their designated hours.

Equal Opportunity Disclaimer: Access of West Michigan values diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Do you think you're a phenomenal fit for us? Submit cover letter and resume to jobs@accessofwestmichigan.org