Job Announcement  
Posted: January 24, 2020

**Nutrition Director**

<table>
<thead>
<tr>
<th>Job Title &amp; Code:</th>
<th>Nutrition Director (Exempt)</th>
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<td>Job Hours:</td>
<td>Full Time</td>
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<tr>
<td>Salary:</td>
<td>$2,224. to 3,071. semimonthly DOE</td>
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<td>Benefits:</td>
<td>Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan</td>
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Help solve food insecurity and feed southern Oregon by joining the ACCESS team as the Nutrition Director. Annually we move about four million pounds of food to 25 local pantries throughout the Rogue Valley. Supervise a spectacular team and help us feed our community through effective and creative programs, education, community building, and development.

**Position Summary**

The Nutrition Program Director has responsibility for program development, staff supervision and training, contract management, budget development, grants, fiscal oversight, and oversight of program operations for the ACCESS Nutrition Programs. This position works under the general supervision of the Executive Director, who provides broad goals and objectives for the development of services and programs as they relate to the agency’s mission and strategic plan.

**Position Duties & Responsibilities**

- Plans, assigns and directs the activities of the Nutrition Department programs and projects; develops work plans, allocates resources and develops schedules to accomplish program goals; forecasts personnel and funding requirements; develops new programs/projects to respond to community needs.
- Develops and implements program policies, procedures and guidelines within department and legal standards; reviews, interprets and clarifies relevant statutes, regulations and department policies.
- Monitors and evaluates program effectiveness in meeting established objectives; develops quality assurance standards and implements review processes; responds to client complaints and appeals of decisions made by subordinates.
- Directly supervises employees and carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for or participates in preparing and updating budgets and grant proposals; manages budget/grant funds and authorizes/reviews contract payments and program expenditures; develops proposals for additional funding and personnel; gathers and compiles data and prepares reports.
- Represents ACCESS to the general public in a variety of fashions, including but not limited to public speaking, media interviews, and outreach to various constituencies. Represents ACCESS on boards and committees in furtherance of program priorities. Provides story ideas and current program marketing information to appropriate staff and vendors on a regular basis.
- Maintain proper licensing as required for food handling, truck driving and related duties.
- Supports Nutrition Department activities by participating in agency activities such as fundraisers, food drives and events.
- Serves on senior management team.
- Strategic planning.
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Position Requirements
- Belief in ACCESS’ mission to help people help themselves.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Bachelor’s degree with relevant emphasis and at least 5 years’ experience in social services.
- Substantial leadership experience.
- Experience in social services may be substituted for the educational requirement.
- Minimum of 5 years’ experience in program design and implementation, and personnel management.
- Documented experience in nonprofit or government fiscal management including budgeting and grant writing.
- Strong organizational and analytical skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office; particularly Word, Excel, and PowerPoint.
- Experience using databases as a tool for effective operations and knowledge management.
- Excellent verbal and written communication skills.
- Strong time management/prioritization skills and solid judgment with outstanding attention to detail and follow-up.
- Able to work independently in a deadline-driven environment.
- Valid Oregon driver’s license with record that is acceptable under ACCESS’ insurance policies.

Apply by Submitting Application, Cover Letter, & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
OR Email hr@accesshelps.org or visit www.accesshelps.org for more information