



## Program Coordinator

**POSITION TITLE:** Program Coordinator  
**PROGRAM:** Food & Wellness Department  
**SUPERVISOR:** Food and Wellness Director

### PRIMARY PURPOSE OF JOB

The Program Coordinator will oversee all administrative aspects of CentroNía's Food & Wellness Department, and will support NiaCentral catering business in the day-to-day operations.

### ESSENTIAL DUTIES

#### General Management

- Reviews menus, recipes and production records for all clients
- Responsible for compliances with USDA, including monthly claims and reports
- Support in growth and program development

#### Planning and Coordination of Educational Programming

- Support planning and coordination of educational programs and its activities.
- Provides training and technical assistance for ECE administrators, teachers, and other support staff.

#### Procurement, Logistics, Financial Management and Recordkeeping

- Follow purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, policies, and nutrition objectives.
- Maintain budget and keep track of transactions.
- Assists in implementing efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

#### Program Accountability

- Ensure the department is in compliance with all local, state, and federal laws, regulations, and policies.

#### Other as designated by Food & Wellness Department:



- Attend seminars, conferences, food shows, trainings
- Represent the F&W Department as collaborator on community projects and initiatives

### **REQUIRED CORE COMPETENCIES**

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs appropriate communication skills with the customers served.
- Demonstrates initiative, self-motivation, and continual learning.
- Practices professional and effective interpersonal communication skills.
- Ability to carry out all responsibilities, tasks and projects as assigned.
- Ability to work both independently and collaboratively with team.
- Propensity for problem solving.
- Ability to multi-task effectively and manage multiple project under strict deadlines.
- Modeling of appropriate behavior for children, parents and other staff.
- Respect for family information and confidentiality.

### **REQUIRED EXPERIENCE**

1-3 years of experience working in programs related to health and education. Experience with menu planning and nutritional analysis.

### **REQUIRED EDUCATION**

BA in Nutrition or related field.

### **ORGANIZATIONAL BACKGROUND**

CentroNía is a nationally recognized, multicultural learning community which has pioneered an innovative and responsive approach to education that helps guide children, youth and families to achieve their goals.

### **SAFETY HAZARDS**

None

### **OTHER REQUIREMENTS:**

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.



The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of: (F) Light (up to 25lbs.) (N) Moderate (25-50lbs.) (N) Heavy (over 50lbs.)

On the job the employee must: (O) Bend (F) Sit (N) Squat and Kneel (O) Stand (N) Crawl (F) Walk (N) Climb (O) Push/Pull (N) Handle objects (Manual Dexterity) (O) Reach above shoulder level (F) Use fine finger movements

#### **WORKING CONDITIONS:**

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

#### **To Apply:**

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía  
Attn: Human Resources  
1420 Columbia Road, NW,  
Washington, DC 20009  
[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)  
Fax (202) 745-0154

*"Educating children and strengthening families, in a bilingual, multicultural community."*  
CentroNía is an equal opportunity employer.