**Join Us**

Be a part of a Child Nutrition transformational dream team and work with Child Nutrition programs across the country! Action for Healthy Kids is embarking on building out the [USDA’s Healthy School Meals Incentives](https://www.fns.usda.gov/cnp/healthy-meals-incentives) (HMI) program and is looking for a bright, detail-oriented, energetic Program Coordinator passionate about childhood health. This will be fast-paced and exciting work. The Program Coordinator will aid the USDA Program Director, Program Manager, and the Nutrition Program Managers in creating and managing the Recognition Awards programs and assisting with the coordination of grant award recipient technical assistance. The Program Coordinator will also be responsible for tracking that the districts receiving sub-grants file their progress and final reports in a timely manner. If you’re looking for motivation and inspiration around upgrading school food for kids, we’re looking for people just like you! We’ll work with many small and rural schools across the country to support and enhance the health of America's children through nutritious school meals.

**About Us**

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts, and more—from within the ranks of our 140,000+ constituency to create healthful school changes. We are committed to impacting holistic changes, focusing on serving students from under-resourced communities.

**Position Title**: Program Coordinator II

**Position Location**: Remote; Chicago-based Preferred

**Position Type:** Full-time

**Classification:** Exempt

**Salary Grade:** Grade 5

**Reports To:** Sr Manager, USDA Program

**Original PD Date**: February 6, 2023

**Revised PD**:

**Position Summary**

The Program Coordinator is responsible for supporting the development and implementation of Action for Healthy Kids (AFHK) program activities and cooperative agreement deliverables. This position will have dual reporting to both the USDA Program Director and the SR Manager, USDA Program.

**Essential Functions**

* Support planning, implementation, and evaluation of Healthy Meals Incentive (HMI) Grants.
* Support planning of and conducting HMI communities of practice and AFHK National School District Wellness Coalition activities.
* Coordinate program elements of events such as Healthy Meals Summits and AFHK National Conference on Child Health and Well-Being.
* Curate and create program content for digital resources, professional learning sessions, and technical assistance.
* Support AFHK’s field team as needed, including Field Managers and Family Connectors.
* Manage program newsletter content and dissemination.
* Respond to incoming program-related emails.
* Provide applied technology support for Program and Field Department.
* Provide administrative support for Program and Field Department.
* Collaborate with other AFHK departments and participate on AFHK matrix teams and task forces.
* Other duties as assigned.

**Competencies**

* Communication: Excellent verbal and written communication skills
* Team-Oriented: Ability to build authentic relationships with others.
* Adaptability: Effectively managing changing environments, including business challenges, technologies, etc. Ability to multi-task
* Time Management/Organizational: Ability to prioritize and meet deadlines.
* Client Orientation: Ability to work with clients in helping to solve their issues and/or refer them to someone who can solve their issues.

**Supervisory Responsibilities** – not applicable

**Education and Experience Qualifications**

* Bachelor’s degree in a related field of study of Business, Nutrition, or related field.
* Experience developing and implementing project plans.
* Experience in health and k-12 education is a plus.
* Detail-oriented, with an emphasis on organization and planning skills
* Proficient with Microsoft Office Suite, SharePoint, and Salesforce

The wage range for this role takes into account the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs. Compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current hiring range is $43,120 to $53,900.

**Expected hours of work** - Hours of work are generally normal business hours, Monday through Friday. The HMI Recognition Awards and Sub-grants are available to schools participating in the National School Lunch Program and/or School Breakfast Program in the contiguous United States, Hawaii, Alaska, the District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands. Work hours may need to be occasionally adjusted based on school location to provide support during school business hours.

**Travel**—None

**Physical demands**—The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table; extended periods are required. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment; requires frequent telephone or virtual meeting activity.

*Action For Healthy Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

Apply on the site or send resume to careers@actionforhealthykids.org