



Veggie Rx Project Manager

Immediate Opening

Position Description

Urban Tilth has an immediate opening within the HEAL Program area for a **Veggie Rx Project Manager**. This position will work with the Director of HEAL Programs, CSA Collective, future Community Health Conductors, Lifelong, and other local community partners to help maintain the success of the county funded Veggie Rx project and coordinate all Veggie Rx programming for Urban Tilth. This position is also the project manager for Veggie Rx under the Transformative Climate Communities (TCC) grant and will be responsible for leading and managing a 2-3 person team supporting this project.

Position Responsibilities:

- Foster Urban Tilth's partnership with Lifelong Family Medicine Residency Program by:
 - Working with the Community Medicine faculty lead to facilitate hosting physician trainees including scheduling and leading Urban Tilth site visits, coordinating curriculum improvement for their final school-based projects based on learning about regional food systems and food production as a social determinant of health, and planning, hosting and publicizing workshops to both the greater Richmond community
 - Being the point of contact for Lifelong administrative staff
- Develop the Veggie RX program under the 5-year TCC grant by:
 - Managing Urban Tilth's CalAIM Medically Sourced Food vendor contract with Contra Costa Health. This includes working with the CSA Community Engagement Specialist to ensure that Urban Tilth fulfills all prescriptions made by health providers, completes proper and regular Contra Costa County Health billing, and tracks all payments received.
 - Coordinating physician and patient outreach to increase participation in county Veggie Rx initiative
 - Establish new partnerships with local clinics and community based organizations focused on increasing participation in Veggie RX programs and improving community health and wellness

- Collaborating on the development of a 16-hour train-the-trainer curriculum and training of 250 health promoters over 5 years
- Supporting the recruitment, hiring, onboarding, and training of two project coordinators
- Developing the Climate Friendly Diet initiative including bilingual and culturally relevant community workshops connecting food choices to climate & human health impacts, a bilingual recipe book of culturally relevant climate friendly meals and updating it with improved or new recipes annually, a bilingual web page to promote and host resources supporting the Climate Friendly Eating Program and conducting bilingual climate friendly diet workshops, cooking demos and veggie bag giveaways at key community gathering places and/or for key community stakeholders and organizations
- Completing administrative tasks such as submitting bi-monthly Veggie Rx progress reports which include weekly bills of lading, produce distribution logs, and procurement reports
- Manage and support the success of Food as Medicine staff including coordinators, interns and volunteers
- Create and manage the annual Veggie Rx Action Plan projects and budget
- Post weekly about Veggie Rx news and projects on Urban Tilth's social media platforms
- Attend weekly meetings with Program Director
- Attend monthly all-staff meetings
- Attend and present at annual strategic planning meetings
- Complete timely, accurate, and informative timesheets
- Complete timely and accurate accounting forms including expense reports and check requests
- Attend regular professional development trainings in support of your annual professional development plan

Required Skills:

- Community outreach
- Experience and comfort working in and around Central and North Richmond
- Experience working with immigrant and low-income communities of color
- Strong conflict resolution, verbal, and written communication skills
- Project management and tracking
- Collaborative yet self-driven work style
- Ability to lift 50 lbs
- Ability to work outside in inclement weather and terrain (rain or shine)
- Proficiency in online social media, communications, and Google Drive
- Comfortable managing multiple tasks and picking up new tasks as needed

Desired Skills:

- Bilingual Spanish
- 2+ years as a licensed CA state driver and a clean driving record
- Nutrition, dietician, culinary, food as medicine, and public health training
- Experience training or teaching and participating in lesson plan development
- Experience working in the medical field

Compensation:

\$30.00/hr at 100% FTE

- Full-time position (40 hours per week)
- Sick leave, vacation, and holiday pay
- Some weekends and holidays required

***People of Color, North Richmond, Richmond, and San Pablo residents, LBGTQ+, and formerly incarcerated are encouraged to apply.**

How To Apply:

Please email your cover letter, resume, and references to: employment@urbantilth.org

ATTN: Veggie Rx Project Manager Hiring Committee - Veggie Rx Project Manager Position

Urban Tilth has a great team and we are doing a lot of great work. To learn more about our work visit our website: www.urbantilth.org, Facebook page: facebook.com/urbantilth, or do a Google search for Urban Tilth.