



Job Title: Program Manager

Salary Range: \$80,000.00 - \$98,000.00

Reports to: Director of Operations

Classification: Regular, Full-time, Exempt

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## About Rancho Cordova Food Locker (RCFL) / Community Food Hub

The Rancho Cordova Food Locker (RCFL) is a community-based nonprofit organization dedicated to ensuring that all neighbors have access to nutritious food with dignity, choice, and respect. RCFL is currently transforming into the **Rancho Cordova Community Food Hub**, a 7,000-square-foot, no-cost grocery-style food access center that integrates food distribution, edible food recovery, and family-centered programs under one roof.

Through partnerships with **First 5 Sacramento** and the **City of Rancho Cordova**, RCFL delivers programs that prioritize families with young children, community health, equity, and sustainability, while meeting all public funding and contractual requirements.

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## Position Summary

The Program Manager is responsible for the planning, implementation, and oversight of food access and family-centered programs at the Rancho Cordova Community Food Hub, including programs funded by **First 5 Sacramento** and supported through **City of Rancho Cordova contracts**.

This position will play a lead role in launching and managing the Healthy Start Kids Initiative, including the Healthy Start Kids Pantry, parent-child nutrition education, family resource navigation, outreach, and community advisory activities.

Reporting to the Operations Director, the Program Manager ensures that programs are designed and delivered in a manner that is **equitable, culturally responsive, trauma-informed, and compliant** with all grant and contract requirements. This role plays a key part in translating funding and community partnerships into high-quality services that support children ages 0–5 and their families while strengthening the local food safety net.

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# Essential Functions

## Program Design, Implementation & Oversight

- Manage day-to-day operations of assigned programs, including grocery-style food access, edible food recovery, and family-focused initiatives.
  - Lead, design, launch, and support new programs, including **First 5-funded Healthy Start Kids Initiative services** .
  - Ensure program activities align with approved scopes of work, deliverables, and timelines.
  - Integrate dignity, choice, and culturally relevant practices into all program models.
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## Primary & Additional Program Oversight

- Serve as the primary program lead for **core, funded programs**, including those supported by **First 5 Sacramento** and **City of Rancho Cordova contracts**.
  - Provide oversight and coordination for **additional food access, nutrition, outreach, and community-based programs**, including pilot initiatives and special projects.
  - Support the integration of new or evolving programs into existing operations, ensuring alignment with organizational capacity, funding requirements, and service standards.
  - Adapt program responsibilities as funding sources, community needs, and organizational priorities evolve, in coordination with the Operations Director
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## Family-Centered & Community-Based Service Delivery

- Ensure programs support family stability, child well-being, and access to nutritious food.
  - Delivering services in a manner that is inclusive, welcoming, and responsive to community needs.
  - Support families in navigating food access systems and related resources when appropriate.
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## Staff, Volunteer & Participant Support

- Supervise program staff as assigned.
  - Work collaboratively with the **Engagement Manager** to schedule, train, and support volunteers for program activities.
  - Ensure volunteers and staff are appropriately trained to support family-centered, trauma-informed service delivery.
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## Data Collection, Reporting & Compliance

- Track program outputs and outcomes related to participation, service frequency, and program impact.

- Maintain accurate documentation to support **First 5 reporting, City contract monitoring, and audits.**
  - Prepare reports, site visit materials, and compliance documentation.
  - Use data and participant feedback to inform continuous program improvement.
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## **Cross-Functional & Partner Collaboration**

- Coordinate multilingual, neighborhood-based outreach in partnership with schools, libraries, childcare providers, clinics, cultural organizations, and community partners, with a focus on reaching families with young children in priority zip codes 95670 and 95655.
  - Coordinate closely with warehouse, outreach, and operations staff to ensure seamless service delivery.
  - Support site visits, tours, and meetings with funders, City representatives, and community partners.
  - Participate in internal planning related to program expansion, facility use, and service flow.
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## **Community Engagement & Ambassadorship**

- Serve as a positive representative of the Rancho Cordova Community Food Hub in daily interactions with families, volunteers, partners, and community members.
- Support site visits, tours, and program observations for funders, donors, and partners by sharing program context and impact.
- Contribute program insights, stories, and observations that support stewardship, communications, and fundraising efforts.
- Help ensure program spaces and services reflect the organization's commitment to dignity, excellence, and community trust.

*This role supports community engagement and donor stewardship through program leadership and relationship-building; it does not carry responsibility for fundraising strategies or solicitations.*

## **Current Program Areas May Include (but are not limited to):**

- Edible Food Recovery
- First 5-funded family and early childhood nutrition program
- Community Food Distribution
- Seasonal, pilot, or grant-funded initiatives

*Program responsibilities may evolve in response to funding, community needs, and organizational growth, in coordination with the Operations Director and Executive Director.*

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## Minimum Requirements

- Bachelor's degree in **social work, psychology, public health, human services, or equivalent** required.
  - Minimum 3–5 years' experience in program coordination, case management, or community-based services.
  - Lived experience in, residency in, or strong familiarity with Rancho Cordova neighborhoods and priority zip codes 95670 and 95655.
  - Experience working with families with young children.
  - Experience with grant-funded programs and/or government contracts.
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## Core Competencies

- Family-centered and trauma-informed practice
  - Program design and implementation.
  - Cultural humility and equity-based service delivery
  - Volunteer coordination and collaboration.
  - Data-informed decision-making and documentation
  - Strong organizational, communication, and time-management skills
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## Why This Role Matters

The Program Manager plays a critical role in ensuring that public investments from **First 5 Sacramento** and the **City of Rancho Cordova** translate into meaningful, high-quality services for families. By bridging funding requirements with day-to-day service delivery, this role ensures children, caregivers, and community members receive consistent, dignified support, while maintaining accountability, compliance, and long-term sustainability for the Community Food Hub.

Please Submit a cover letter and resume to Executive Director Carrie Johnson  
[carrie@ranchocordovafoodlocker.org](mailto:carrie@ranchocordovafoodlocker.org)