

FoodRight, Inc. is a Milwaukee-based non-profit that empowers youth and families to choose foods that sustain life-long health through gardening, food system and culinary nutrition education. We partner with schools and organizations throughout Milwaukee to teach school-aged youth, parents, teachers and volunteers to grow, cook and appreciate healthy plant-based foods.

**POSITION TITLE:** Program Assistant  
**REPORTS TO:** Program Manager (PM), Program Specialist (PS)

### **OVERVIEW:**

The Program Assistant (PA) supports the development, implementation, and evaluation of FoodRight's food and nutrition education programs. They assist the lead instructor in classroom lessons and community events. Under the guidance of the PM and PS, the Program Assistant plans and oversees the procurement and delivery of all pantry and fresh ingredients for semester and weekly program implementations. They maintain FoodRight's pantry and equipment inventory. The PA assists with the maintenance of program curricula, recipes and supporting education materials. They oversee program administrative duties including maintaining records and ensuring a clean, organized, well-equipped office.

### **RESPONSIBILITIES**

- Plan, organize, procure, and assist with delivery of lesson ingredients
- Coordinate with the Program Manager and Program Assistant in the implementation logistics for programs, including purchasing supplies, cleaning, packing, and delivering bins to and from partner sites
- Assist staff and volunteers in the packing and distribution of supplies and materials
- Develop, implement and maintain systems for organizing and collating data and materials (e.g. consent forms, surveys, photos, etc.)
- Support the development of nutrition education curricula including recipes, videos, and photography
- Assist PS with administrative support for programs and office administrative tasks
- Participate in the collecting, collating and reporting of program data used for SNAP-Ed and other grants
- Support the lead instructor in classroom lessons including the set-up, break-down of cooking lessons as well as leading cooking groups
- Assist with tabling at events at partner sites such as health fairs and farmers markets

### **REQUIREMENTS**

- Must be participant in UWM CLIP program
- Working understanding of nutrition concepts and culinary skills
- A team-player with excellent problem-solving, planning, and organization skills
- General computer skills including knowledge of Microsoft Office and Google Workspace products
- Must have reliable/timely transportation to multiple locations throughout working hours

## **REQUIREMENTS (CONT.)**

- Must have own computer
- Must pass background check in order to work directly with MPS students

## **SCHEDULE:**

15 to 25 hours per week between the hours of 7 am and 4:30 pm. Must be able to work at least one, 8 hour shift per week

Possible opportunity to extend employment beyond CLIP program

## **HOURLY WAGE:**

\$15

## **SKILLS AND EXPERIENCE GAINED FROM THIS POSITION**

### **Critical and creative thinking skills**

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways

### **Effective Communication Skills**

- Student will be able to meaningfully articulate how experiences outside of the classroom deepen their understanding of fields of study and broaden their point of view as well as strengthen their connection to the community

### **Individual, Social, and Environmental Responsibility**

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

### **Knowledge of Food Systems and Health**

- Student employee will learn about food systems, food equity, health and wellness, non-profit health programs