**Nutrition Program Manager**

July 2021

As Montana’s second largest city and one of the nation’s most popular destinations, Missoula is a jewel set in a beautiful valley among the spectacular Rocky Mountains. Year-round outdoor activities include hiking, biking, skiing, and blue-ribbon trout fishing. Nearby wilderness areas and rivers are perfect for exploring, kayaking, rafting, and tubing. Missoula is a lively, family friendly community with a host of good schools and the home to the University of Montana. Our community is supported by an excellent healthcare system, including two regional medical centers. Local cafes, coffee houses and breweries abound to suit every budget and palate. Well-known and widely appreciated for its eclectic culture, travelers and community members value Missoula as an arts and cultural hub, with an endless variety of entertainment events ready to be enjoyed. Live in a great place and join a great team!

Missoula Aging Services is an Area Agency on Aging covering a two-county area, Missoula, and Ravalli. Our talented group of compassionate individuals are committed to our Mission: To promote the independence, dignity, and health of older adults and those that care for them. Serving older adults and people with disabilities in Missoula and Ravalli County is our passion. We are guided daily by our Strategic Plan and core values of Respect, Integrity and Accountability. We value diversity and are an equal opportunity employer. To apply for an open position, please include a cover letter resume and a completed Missoula Aging Services Application for Employment. We look forward to hearing from you!

We are pleased that you are interested in applying for the position of **Nutrition Program Manager**. The wage for this full-time (40 hour), exempt, fully benefited position is $48,500, depending upon experience and qualifications. Position hours are Monday through Friday from 8 AM to 5 PM. Although not frequent, there is occasional special weekend or evening events each year where participation is required. Use of a personal vehicle and travel within the community and surrounding area is required. Occasional travel outside of Missoula may be required for training & other purposes. Reimbursement is provided. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

This position works under the direction of the Community Services Director. The Nutrition Program Manager is responsible for oversight of designated programs, i.e., Meals on Wheels, the Senior Farmers Market Coupon Program, Congregate Meals, Nutritional Supplements, and other projects. Responsible for the development and administration of the program activities to ensure goals and objectives are accomplished within the prescribed time frame and funding parameters. May evaluate contract performance to determine compliance with contractual obligations, make recommendations to administration or may decide requests for deviations. Ensures compliance with state and other regulatory requirements.

The preferred knowledge, skills and abilities described above are typically acquired through the completion of a four-year degree (e.g., Human Services Management, Public Administration, Business Administration, Management, Nonprofit Management, Social Work) and four years of relevant work experience *OR* a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience.

To apply, you must submit a cover letter, resume and a Missoula Aging Services application for employment. Your cover letter must clearly explain how your past work experience will allow you to be successful in meeting the Knowledge, Skills and Abilities required of this job.

**Incomplete application packets will not be considered.** **The position is open until filled.**

**To apply:**

Visit the Missoula Aging Services website – https://missoulaagingservices.org/about-us/careers.html

* Click on “About Us” (top of page)

Submit your cover letter, application, and resume to [hr@missoulaagingservices.org](mailto:hr@missoulaagingservices.org)

**Benefits:**

* Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision group life & long-term disability insurance (available the first of month, 60 days after hire).
* Paid Time Off, Holidays & Extended Leave
* Retirement (with matching contributions after one year of service)
* Employee Assistance Program (EAP)
* HSA/Flex
* Wellness Plan

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. Please advise us if accommodations are needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

## VISION

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our Guiding Principles and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are inclusive and non-partisan, listening to the minority and the majority.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**DIVERSITY STATEMENT**

Missoula Aging Services welcomes and values all persons and embraces diversity among our staff, clients, and others whom we serve.