

CONTRACT OPPORTUNITY:

Project Manager

Central Iowa Food Security Plan Navigation Pilot Program

Released: April 18, 2025	Contract Period: 6 months, May 1 – November 1, 2025
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- Interested individuals are asked to please send a summary of related work and a letter of interest to: luke.lynch@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org
- For more information about the Central Iowa Food Security Plan, please visit: <https://www.unitedwaydm.org/impact/initiatives/opportunity/food-insecurity>

Summary: The Central Iowa Food Security Plan Navigation Pilot Program was developed out of community wide convening and release of the Central Iowa Food Security Plan. The goal of this program is to enhance food security by connecting individuals and families to resources and services through a Community Navigator representative at various locations where food is provided to community members in need. The navigators will also collect data to analyze and identify ways to improve the services provided to the community members in Central Iowa.

The program is seeking a contractor project manager for a six-month period to coordinate training, data collection, and other collaborations for three community navigators (also contractors). The following are the host site areas which the project manager will travel to upon occasion:

- Altoona and Johnston
- Central Des Moines locations
- South Des Moines and Indianola

Contract Period: May 1, 2025, through November 1, 2025

Rate of Pay: \$37.00 (contractor is a non-employee and responsible for paying federal, state and FICA taxes)

Anticipated work hours: 25 hours per week

Fostering an Equitable, Engaged, Empowered Community



Scope of work includes:

1. **Coordinate training:** Schedule training opportunities for community navigators and community partners.
2. **Data management:** Maintain accurate records of interactions and service referrals for the community members. Compile data for reporting purposes and program evaluation.
3. **Schedule collaboration sessions:** Ensure community navigators have time set aside to meet each week.
4. **Determines best use of navigator time:** Works with host organizations and navigators to determine logistics of splitting time between two service organizations.
5. **Expand community connections and relationships:** Advance the program's success by having a community presence by identifying opportunities and events in the community.
6. **Team collaboration:** Ensure efficient and coordinated service delivery at host organizations and collaboration with navigators to meet the goals of the project.
7. **Cultural competence:** Demonstrate cultural sensitivity and respect for diversity in serving community members from various backgrounds and experiences.

Contractor Requirements:

- Program/project management experience including oversight of staffing resources.
- Experience working in social services, community outreach, or related fields.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of local community resources and social service agencies.
- Proficiency in basic computer skills (e.g., data entry, email, and internet research).
- High school diploma or equivalent.
- Access to a reliable vehicle.

Contractor Attributes:

- Problem-solving skills and resourcefulness.
- Successful time management and organizational skills.
- Compassionate and patient demeanor.
- Strong interpersonal and communication skills.
- Empathy and a non-judgmental approach to supporting individuals in need.
- Self-motivated.
- Ability to adapt to diverse and changing environments.
- Commitment to equity and addressing food insecurity.