

WIC Community Innovation and Outreach (CIAO) Senior Technical Assistance Mentor

Position Available

The Food Research & Action Center (FRAC) seeks a Senior Technical Assistance Mentor within the Child Nutrition Program and Policy Unit to support FRAC's work on the [WIC Community Innovation and Outreach \(CIAO\) Project](#). This position reports to the WIC CIAO Project Lead. FRAC is based in Washington, D.C. with all employees working remotely. Applicants must live in the United States and be available to attend meetings virtually during FRAC's working hours.

FRAC is the nation's leading policy and advocacy organization dedicated to fighting hunger. FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state, and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC works to eradicate hunger, food insecurity and address poverty and other root causes of hunger.

This is an exciting opportunity to make a difference by contributing to strengthening the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). The Senior Technical Assistance Mentor will be responsible for providing technical assistance to WIC CIAO subgrantees related to community-engaged outreach, project implementation, and programmatic aspects of WIC. They will meet regularly with subgrantees to review project progress and milestones and to provide guidance and problem-solve to address any challenges. They will help translate and incorporate this work into WIC CIAO evaluation findings, technical assistance materials, best practices, and national resources.

Essential Functions/Primary Responsibilities

- Provide technical assistance to WIC CIAO subgrantees, including ensuring project design aligns with project goals, reviewing subgrantee project progress,

revising workplans, supporting the achievement of milestones, and helping to problem-solve challenges.

- Work with subgrantees to achieve their community outreach goals, including providing guidance on multicultural engagement, cultivating sustainable and collaborative partnerships, and developing outreach tools for diverse audiences.
- Collaborate with other members of the WIC CIAO Project Team to ensure that technical assistance leverages best practices and meets each subgrantee's particular project needs.
- Continually monitor subgrant projects to ensure that they are progressing according to the grant agreement and maintain accurate records of subgrantee documents, reporting requirements, and deadlines in a centralized database.
- Continually monitor subgrant projects in collaboration with members of the Project Team, and FRAC's Grants Management team to ensure subgrantees are reaching spending and project milestones as projected in their budgets and workplans.
- Provide guidance on appropriate strategies to engage community members and current/former WIC participants in the project, including through interviews, focus groups, Advisory Boards, and as consultants.
- Liaison with the State and local WIC agencies, when applicable, to facilitate data and other requests that align with implementation of priority areas.
- Identify the need for additional expert assistance and connect the subgrantees with the correct expert.
- Contribute to the facilitation of virtual community-of-practice monthly webinars and forums that are designed to foster peer learning and capacity building.
- Translate subgrantee project experience and evaluation findings into technical assistance materials, best practices, and contribute to national resources.
- Support other WIC CIAO programmatic work as needed.

Requirements and qualifications

- At least 5 years providing technical assistance for public health, public policy, anti-hunger advocacy, community nutrition, public programs, or related fields. This may include supporting the management of communities of practice or engaging with stakeholders, such as community members, nonprofits, or government agencies, to build their capacity.
- Bachelor's degree required.
- Master's degree or comparable experience preferred.
- Documented experience planning, monitoring, and evaluating dynamic and large-scale projects where needs may quickly evolve.
- Demonstrated experience conducting community outreach and engagement.

- Experience delivering technical assistance using different approaches and problem-solving skills.
- Strong understanding of WIC.
- ≠ Demonstrated experience using Racial Equity, Diversity, and Inclusion (REDI) principles in their interactions to thoughtfully and effectively communicate with diverse partners and stakeholders including national partners, state agencies, program operators, clinics, community organizations, and people with lived experience with poverty and hunger.
- Strong interpersonal skills and the ability to work with a wide range of groups and individuals and support relationships between multiple partners.
- Ability to meet deadlines and achieve goals.
- Strong detail-oriented planning and implementation skills.
- Outstanding oral and written communication skills.
- Ability to seek solutions independently, as well as to build consensus and vision as a member of a team.
- Commitment to diversity, equity, and inclusion.
- Commitment to working for social and racial justice.

Salary and Benefits

The salary range for this position is \$70,000 - \$86,800; excellent health, dental, vision, retirement and other benefits; generous leave; enthusiastic and supportive staff. This position is part of the union.

To Apply

Click [here](#) to submit a résumé, cover letter, brief writing sample (no more than four pages).

No phone calls please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC strongly encourages individuals with lived expertise and with a passion for social justice who can contribute to the diversity of the organization to apply.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.