



Your Next Job Could Change Lives.

Every day, the work we do helps strengthen our community. If you're looking for more than a paycheck—if you're looking for purpose, impact, and a team that cares—we'd love to meet you.

Join us in creating lasting changes across East Tennessee. We are seeking a **Regional Manager, SNAP Employment & Training**, for the East Tennessee area.

Salary range: \$60,000-\$65,000 annually

[Apply today](#) and be part of something bigger.

Please note:

This job requires a successful candidate to live in the East Tennessee area. The position will be located in East Tennessee but reports to the Associate Director, Economic Mobility – SNAP E&T at United Way of Greater Nashville.

We offer a Hybrid Schedule (3 days in the office, 2 days remote)

Position Summary:

The Regional Manager of SNAP E&T-East TN contributes to the efforts of United Way of Greater Nashville by supporting the Associate Director, Economic Mobility-SNAP E&T, and the Director, Financial & Economic Mobility in identifying and fostering relationships with community partners within its respective region. The responsibilities include, but are not limited to onboarding, implementing, overseeing, assessing, and monitoring the SNAP Employment & Training (E&T) subcontractors who help eligible participants achieve their vocational goals and increase self-sufficiency through education, skills training, and supportive services. This position is responsible for ensuring subcontracts are executed and maintained as outlined, helping identify the gaps, barriers, and challenges within the community for the advancement of economic mobility.

Primary Duties & Responsibilities:

- Develops and maintains collaborative partnerships and contractual agreements within their respective region to reach more individuals and families eligible for workforce development, job skills training, and education.
- Oversees and monitors, in cooperation with the Associate Director and the Director, the SNAP E&T funding in order to ensure all federal, state, and local requirements and contractual guidelines are met.
- Participates in meetings to encourage information sharing so that all involved are of one accord.

- Serves as a liaison between the United Way of Greater Nashville and community partners within the respective region.
- Attends and participates in regional stakeholder meetings and bi-annual statewide meetings in order to evaluate the impact of the program and to ensure goals and objectives are met to meet funding requirements.
- Builds and preserves positive relationships with key community stakeholders, partner agencies, and the community for continued program growth and community awareness.
- Develop innovative projects and coordinate activities within community organizations for the purpose of encouraging collaboration for serving the needs of the community through the SNAP E&T program to provide continued program awareness.
- Conducts agency site visits and completes monthly, quarterly, and annual state or federal reports for the Associate Director.

Education:

Preferred: Bachelor's Degree in Social Work, Research/Planning, Evaluation, Human Services or related field or 5 years relevant experience.

Qualifications:

- *Experience:*
 - Program management: 3 years (SNAP E&T preferred)
 - Managing federal grants and program planning: 2 years
 - Working in a non-profit environment
 - Community and relationship building
 - Group facilitation and volunteer management
- *Knowledge:*
 - Workforce development and career pathways
 - Serving diverse populations and income levels
 - Financial services and management
 - Community development
- *Skills:*
 - Analyzing, understanding, and interpreting research
 - Written, oral, and technological communication
 - Ability to relate to people of varied economic, racial, ethnic & religious backgrounds
 - Proficiency with Microsoft Office products, especially Outlook, Word, and Excel
- *Miscellaneous:*
 - Valid Driver's License and Proof of Insurance

Physical Demands: Visual acuity, manual dexterity, hearing, driving, standing, walking, sitting, stooping, bending, lifting, and carrying 10 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

Working Conditions:

- Minimum of 37.5 hours per week. Based on campaign schedules, position often requires work beyond traditional hours
- Flexible schedule required during special projects and events
- Work involves frequent interaction with other members of the United Way staff, volunteers, representatives of non-profit agencies and the general public
- Occasional use of personal vehicle (mileage will be reimbursed)
- The employee is required to stand, walk, climb, and balance.

- Manual dexterity sufficient to reach/handle items and work with the fingers and perform repetitive hand/wrist motions.
- Well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Employee is required to travel up to 20% of the time

Disclaimer:

This position description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor or volunteer leadership as required. This position description does not constitute a written or implied contract of employment. United Way of the Greater Nashville reserves the right to revise or change the description and specifications as the need arises.

United Way of Greater Nashville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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