



1255 23rd Street, NW, Suite 450
Washington, DC 20037

Job Description					
Job title	Program Manager Food Policy			Department	Brazil
Job family	Programs & Policy, Corporate Engagement			Location	Brazil
Prepared by	Julie Janovsky, Stefanie McRaj, Thayana Oliveira			Date	2025
*For Compensation Use Only:					
Approved by	Human Resources			Date	2025
FLSA	Not Applicable	Grade	9	Career level	P3

Position Overview

General purpose of the position

To oversee and advance all aspects of the plant-based solutions campaign in Brazil, driving strategy and tactics to implement the organization's plant-based solutions program and managing the food policy team in Brazil to reduce the demand for animal products. Lead in-country public policy advocacy to stem the growth in animal agriculture and procurement as a means of meeting climate targets

Essential duties and responsibilities

Program Management – 75%

1. Oversees the development and implementation of strategies, tactics and workplans of the plant-based solutions campaign to reduce the procurement and quantifiable demand of animal-based products in Brazil in cooperation with Humane World's Farm Animal Welfare and Protection (FAWP) program lead. Monitors program impact and recommends adjustments needed in capacity or strategy or tactics (15%)
2. Manages the institutional engagement for Humane World's plant-based program in Brazil, maintaining high-value relationships with key stakeholders from influential, high-impact public and private institutions, negotiating, securing and assisting in implementing

institutional agreements to reduce their use of animal products by at least 20% and transition meals from animal-based to plant-based; (15%)

3. Directs the work with institutions to facilitate implementation of plant-based initiatives through overseeing the plant-based solutions Brazil team in setting metrics, tracking and analyzing procurement data, and planning training schedules including leading educational plant-based culinary chef trainings, lectures, workshops and other events to encourage and support the implementation of animal product reduction programs; (15%)
4. Serves as the in-country lead for plant-based solutions public policy efforts, operationalizes the global strategy in Brazil and builds relationships with key stakeholders and decision makers to advocate for policy to reduce the growth of animal agriculture in climate change mitigation strategies; (15%)
5. Creates and reviews draft documents prepared by program staff and any co-branded materials from partner organizations (educational materials, recipe guides, presentations, press releases, flyers, texts, graphics, social media content, website content, and other program materials) to ensure alignment with Humane World's global messaging and is approved as needed; (10%)
6. Raises the profile of Humane World and the benefits of plant-centric food systems in the media, in public fora and private meetings, serving as a trusted source of expertise on plant-based eating, nutrition, and associated policy issues at food industry events and relevant conferences. Drafts blogs, op-eds, press releases and other marketing pieces to keep plant-based food and nutrition at the forefront of the food industry; (5%)

Administrative: 25%

7. Provides first-level oversight and management of \ Humane World for Animals Farm Animal Welfare and Protection's Food Policy efforts in Brazil, partner organizations, and external vendors to ensure timely delivery of work products and achievement of program milestones and impacts, including providing guidance and advice, training and performance management for staff as well as support in developing and implementing work plans, targets, tactics, and strategies; (15%)
8. Coordinates with Humane World for Animals Farm Animal Welfare and Protection program team and delivers monthly reports and goal status updates and proactively identifies and recommends course changes as needed to the Humane World program lead. Participates in regular calls and check-ins, submits written and verbal updates on work and plans and events to ensure coordination between Humane World country offices and the HQ office. (10%)

Desired minimum qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education and experience

- Bachelor's Degree or equivalent years of experience required;
- A minimum of six (6) years of experience in food and nutrition issues, preferably within the food service industry, public or private institutions or in non-profit advocacy required;
- Management/supervisory experience required;
- Institutional food service experience a plus (University, K-12, or Business and Industry);
- Knowledge and experience in food and food service industry procurement a plus;
- Knowledge about factory farming, nutrition/health and environmental issues preferred;
- Experience working with the media a plus;
- Outreach/advocacy and/or campaign experience preferred;
- A strong commitment to improving animal welfare in Brazil's food system required.

Necessary knowledge, skills and abilities

1. Oral and written fluency in English and Portuguese;
2. Ability to build/foster relationships by reinforcing trust and respect, and demonstrating high standards of tact, diplomacy and discretion;
3. A high level of confidence, integrity, interpersonal skills, and a professional executive presence for effectively interacting with and influencing others, internally and externally, as well as for facilitating meetings and conducting public speaking/presentations;
4. Attention to detail and commitment to excellence demonstrated by the delivery of quality and timely outcomes;
5. Strong organizational, planning, and time management skills with demonstrated flexibility and the ability to manage multiple and often changing priorities and issues of varying complexity, while meeting time sensitive deadlines and deliverables;
6. Ability to work independently, proactively, and remotely with solid internet connection. Ability to take initiative, and maintain good communication with Humane World's teams around the world.
7. Must be able and willing to travel throughout Brazil as needed and possible.

Supervision exercised

Brazil food policy team including specialists, nutritionists, and chefs

Work environment

The noise level in the work environment is usually moderately quiet.

Employment disclaimer

Humane World for Animals is deeply committed to fostering a diverse, equitable, and inclusive working environment where everyone can thrive. We believe that teams composed of individuals with different life experiences, backgrounds, and perspectives make better decisions and generate greater impact. Diversity strengthens our ability to connect with the communities we serve, enhances creativity and innovation, and broadens the scope of our work in addressing systemic challenges.

We actively welcome applicants of all ages, gender identities, sexual orientations, physical or mental abilities, ethnicities, and perspectives. Our goal is to create a workplace where everyone feels valued, empowered to be themselves, and fully able to contribute to our mission. We do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or veteran status.

Please note that this job description is not a contract. Management reserves the right to modify its contents at any time.

Physical Demands

The physical demands described and checked here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

Physical Activities

Keyboarding, reaching, grasping, touching, pushing, pulling.

☐ Never ☐ Occasionally ☒ Constantly

Moving self in different positions to accomplish tasks including tight and confined spaces.

☐ Never ☐ Occasionally ☒ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☐ Occasionally ☒ Constantly

Adjusting or moving objects up to 5 kilograms in all directions.

☐ Never ☒ Occasionally ☐ Constantly

Hearing, communicating with others to exchange information, using a standard telephone, headphones, or using video communications.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions like bending, crouching, crawling, leaning, squatting, and the like that could affect your back and/or legs.

☐ Never ☒ Occasionally ☐ Constantly

Operating office machines such as laptop computers, copiers, printers, and/or adjustable desks and chairs.

☐ Never ☐ Occasionally ☒ Constantly

Operating motor vehicles, heavy machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Climbing (ascending or descending) ladders, stairs, scaffolding, ramps, poles, etc.

☐ Never ☒ Occasionally ☐ Constantly

Performing duties with or around large wild animals.

☒ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds/9 kilograms.

☐ Never ☒ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds/23 kilograms.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds/45 kilograms or more.

☒ Never ☐ Occasionally ☐ Constantly

Environmental Conditions

Work in extreme temperatures (i.e., extremely hot or extremely cold).

☐ Never ☒ Occasionally ☐ Constantly

Work around hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as hurricanes, storms, to include precipitation and/or wind.

☒ Never ☐ Occasionally ☐ Constantly

Noisy environments.

☐ Never ☒ Occasionally ☐ Constantly

Working in small/enclosed spaces, with or without poor ventilation.

☐ Never ☒ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☐ Never ☐ Occasionally ☒ Constantly