

Program Manager Position Description

11/3/2020



Interfaith Food Ministry of Nevada County (IFM)
Job Description: Program Manager (PM)

This is a **20-hour weekly** position compensated at \$15/hour. Sick time accrued.

The PM manages the operations of IFM's food distribution program and food procurement and provides Cal Fresh application assistance to IFM client families. The PM is expected to recruit, train and oversee volunteers that will provide support and assistance. The PM reports directly to the Executive Director (ED) and works alongside the Development Director (DD) and many volunteers. Thorough training will be provided covering each responsibility area below.

Responsibilities

- Oversee M, W, F food distribution events (12 hours per week, 4 hours per dist day 8:30am-12:30pm, about 48 hours per month)
The M, W, F food distribution events occur 10am-1pm. The PM must be present at IFM starting around 8:30am each Monday, Wednesday, and Friday to assist the Distribution Supervisor(s) and Team [all volunteers] with setting up distribution and getting it started. The PM is available during distribution until around 12:30pm, to answer any questions that have come up, fill in for any positions lacking volunteers, and meeting with volunteers to improve on distribution processes.
- Participate on the Food Committee and Coordinate food procurement efforts (3 hours per week, about 12 hours per month)
Once a month, there will be a 2-hour Food Committee meeting. All proposals and decisions related to food distribution, procurement, and transportation are discussed by the Food Committee. The PM serves as the Chair of this Committee (made up of a long-running team of 5-6 volunteers). The PM will use the other 10 hours per month following up on action items from the Committee meetings and keeping a list of items to include on the next meeting agenda.
- Cal Fresh Application Assistance (3 hours per week, about 12 hours per month)
The PM will work with the Cal Fresh team to fulfill the requirements of IFM's contract with The County to deliver outreach services and Cal Fresh Food Stamps application assistance to clients. Work with clients face-to-face or over the phone to start the online application process and track and report numbers related to number of clients assisted.

FINAL

- Other Duties as Assigned (2 hour per week, about 8 hours per month)
The PM will support the ED to develop goals and initiatives that support IFM's mission; prepare annual operating plan and budget; present updates to the Board; manage IFM within the approved budget; ensure volunteer morale is high; seek to improve operational efficiencies while keeping costs down and output up; provide problem resolution support for clients, supervisors, and volunteers; develop contingency plans to cover gaps in key volunteer positions; develop succession plans for key positions; and support fundraising efforts.

The PM may provide backup to the ED and DD as needed. The ED and DD in turn provides backup to the PM as needed.

Qualifications and Experience

The ideal candidate will have:

- At least 2 to 4 years of experience managing program operations, preferably non-profit or social service type programs. Direct experience with and/or involvement with IFM or other food distribution programs is preferred.
- Experience in organizing groups of volunteers.
- Computer literacy, Microsoft Office Applications, Google Applications.
- Outstanding interpersonal, communication, writing and speaking skills.
- Demonstrated leadership and management skills.
- Entrepreneurial, flexible, and resourceful.
- A passion to help those who are marginalized.
- Skilled in conflict management.
- Excellent problem-solving skills and ability to 'think quickly on your feet'.

Physical and Personal Requirements:

- May require sitting at a computer for extended periods of time.
- Ability to lift 30 pounds and be on your feet for extended periods of time.
- California Driver's license with auto insurance verification.
- Must be willing to work some weekends, evenings, and early mornings.

How to Apply

To apply, please email to info@interfaithfoodministry.org these THREE items:

- Cover Letter, Resume, and References in PDF file format.
- Include "Program Manager Position" in the Subject line of your email.

Equal Opportunity and Non-Discrimination

Interfaith Food Ministry of Nevada County is an Equal Opportunity Provider and Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.