

## JOB DESCRIPTION

---

<b>Position:</b>	Program Coordinator
<b>Department:</b>	Strategy
<b>Type:</b>	Full-Time – Hourly – Non-Exempt
<b>Reports To:</b>	Program Manager
<b>Pay Range:</b>	\$24.00 - \$26.00 / Hour

---

### **About Food Share of Ventura County:**

Food Share is Ventura County's largest hunger-relief organization feeding 267,000 people with a staff of 42 employees, 4,300 volunteers and a budget of \$8 million to distribute 20 million pounds of food annually. The non-profit organization was founded 46 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

### **Food Share Culture:**

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food. Recently named in the 2024 list of Best Places to Work by the *Pacific Coast Business Times*, Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County.

### **Job Summary:**

The Program Coordinator is responsible for coordinating the distribution of nutritious food and family essentials through Food Share's direct-serve programs as well as assisting with the fulfillment of specific grant-funded deliverables. Working closely with Operations and other departments, the Program Coordinator is responsible for assisting in the success of distribution efforts of grant-funded programs/projects in conjunction with Food Share's current network of pantry partners and USDA programs.

### **Essential Functions:**

- Ensures Food Share programs are consistent with the mission and vision of the organization including monitoring program sites for product safety, program effectiveness, and managing ongoing partnerships.

- Coordinate all aspects of grant-funded program projects and services with collaborative partners, including:
  - Participation in distributions.
  - The accurate handling/collection of program data.
  - Scheduling with various sites and Operations and tracking their progress.
  - The organizing and inventory maintenance of all program resources.
- Collect photos/consent forms of programs
- Tracking MOUs and agreements with agencies, partners, and program sites.
- Attend, present and participate in community resource events and other key community partnership meetings.
- Facilitate the distribution, coordination, and communication of grant funded initiatives.
- Participate and assist where needed in various Food Share distributions.
- Collect and maintain data from various Food Share reporting systems on an ongoing basis.
- Assist in the collection of various surveys and program evaluations and present the results to management.

**Additional Skills:**

- Work directly with the volunteer department to identify opportunities for volunteer programs.
- Must be comfortable working in an office environment for extended periods of time.
- Ability to commute to various locations in support of Food Share's distributions, partners and resources.
- Assist with program content for various communication channels in both English and Spanish.

**Job Qualifications:**

- Bilingual / Spanish (reading, writing and speaking) strongly preferred.
- Commitment to understanding and supporting Food Share's mission and demonstrating compassion and understanding of hunger insecurities.
- Strong organization, problem-solving, and communication skills.
- Flexibility to work well in a team-oriented environment as well as independently.
- Possess excellent interpersonal skills in a diverse environment.
- Able to work creatively and strategically.
- Ability to work and manage multiple projects and/or tasks at one time.
- Some evening and/or weekend work may be necessary, when approved by the manager.
- Strong computer and time management skills.
- A valid California Driver's License and current vehicle insurance.
- Able to successfully pass pre-employment screenings and background checks.
- 2 years' experience in social services and/or nonprofit sector preferred.

**Physical Requirements:**

- Ability to lift to 50 pounds.
- Ability to sit and stand for extended periods.
- Must be able to access and navigate each department at the organization’s facilities including climbing stairs.
- Ability to work outdoors at various distributions, partner and pantry locations.

*Food Share embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented, diverse workforce in a culture where all employees contribute to their fullest potential.*

*The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all work requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.*

Employee Name (Please Print):	Date
Employee Signature:	