



FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Youth and Family Programs Manager

RESPONSIBLE TO: Programs and Services Director

CLASS: Exempt

COMPENSATION: \$50,000 – \$52,000 Depending on experience

BENEFITS: Eligible for select FFLC-sponsored benefits at a pro-rated rate where applicable (e.g. paid time off benefits such as holidays, floating days, vacation and sick). Health insurance benefits offered after 60 days of employment; other benefits after 90-day mutual trial service period satisfactorily completed.

SUMMARY OF POSITION:

FOOD For Lane County (FFLC) is seeking a dynamic individual capable of taking on multiple responsibilities and oversight of several programs and projects, as well as the ability to form new partnerships that are in line with our mission of alleviating hunger in Lane County. This person manages all aspects of The Summer Food Program and other smaller projects within FOOD For Lane County including but not limited to: Cereal for Youth, the Snack Pack Program, and other food distribution projects.

PRIMARY TASKS & RESPONSIBILITIES:

Overall Program Leadership

- Develop, implement and evaluate the programs and projects under your supervision
- Foster an inclusive and safe environment that demonstrates the values of diversity, equity, inclusion, and belonging for volunteers, staff and participants
- Participate in strategic and long-range program and project planning and evaluation
- Develop annual program goals and objectives; track and report outcomes
- Directly supervise the fiscal, administrative, service provision, and food preparation responsibilities of staff in the Summer Food Program
- Accurately track and submit monthly and annual reports of impact and statistics
- Provide information for grant applications, grant reports and other reports, as needed
- With FFLC's Volunteer Coordinator support, coordinate volunteer participation in program implementation
- Coordinate food purchasing, work with FFLC's Operations Teams to manage and track inventory
- Coordinate partner onboarding, contract development and maintenance, site monitoring and communication with other FFLC departments

Supervision and Management

- Hire, train, and supervise Summer Food Program Staff
- Promote a positive work environment with a high level of focus on FFLC's values of compassion, collaboration, and inclusion
- Ensure staff and volunteers provide a safe and caring environment
- Check in regularly with supervisor to report problems and resolve issues

Budget and Fiscal Responsibility

- Create and administer annual program and project budgets
- Monitor expenses and ensure that the programs and projects operate within the budget

Education and Outreach

- Promote programs and projects as a way to educate the public about hunger and food security issues
- Oversee and provide outreach, including presentations at local businesses, civic organizations, and religious organizations
- Maintain strong community partnerships

OTHER TASKS & RESPONSIBILITIES:

- Represents FOOD for Lane County with knowledge and respect
- Attends All Staff Meetings, Programs & Services Team meetings, and other meetings as appropriate
- Performs other tasks as requested by supervisor

SKILLS & QUALIFICATIONS:

- Strong management and administrative skills typically gained through a minimum of one year of program leadership
- Bachelor's degree in a social science, nonprofit management, nutrition, related field, or other equal relevant experience
- Knowledge of issues regarding food insecurity
- Experience working with programs that serve low-income, diverse and multicultural clients
- Ability to respond to the needs of others using good judgment, leadership, and acting in a sensitive and compassionate manner
- Excellent organizational and communication skills
- Strong presentation and training and/or public speaking skills; strong story-telling ability to relay clients' stories to demonstrate impact
- High level of computer proficiency, especially with Microsoft Office suite of programs
- Ability to establish and maintain effective working relationships
- Possess a current Food Handler's Card or willingness to obtain required certifications within two months of hire
- Ability to respond quickly to staffing adjustments and site emergencies, requiring the use of a cell phone
- Current Oregon driver's license with good driving record, current vehicle insurance, reliable transportation and ability to use personal vehicle for work-related business required (mileage reimbursement is available)
- Bilingual English/Spanish helpful but not required
- Ability to safely lift up to 40lbs, to walk on uneven ground and withstand cold temperatures
- All offers for employment are contingent on a satisfactory background check

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.