



JOB TITLE: PROGRAMS COORDINATOR

Department: Programs

Reports to: Programs Manager

Status: Full-time, non-exempt

JOB SUMMARY

FSD acts as a sponsor for the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP), administered by the California Department of Education (CDE) and funded by the United States Department of Agriculture (USDA), to provide free nutritious meals to low-income children throughout San Diego County during the school year and summer months. Under the direction of the Programs Manager, the Programs Coordinator is responsible for the day to day logistics and coordination of FSD's meal sites, including conducting regular monitoring visits and providing general administrative support and outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work required as determined by operational needs or as assigned.

- Facilitate outreach, onboarding and training to new meal sites
- Monitor all after school and summer meal sites to ensure that the rules and regulations of the (CDE) and the (USDA) are being met
- Act as a point of contact for meal site supervisors, including providing support to meal site supervisors in the form of information, advice, materials, supplies, and resources as available
- Create, distribute and collect surveys, reports, and other program evaluators
- Consolidates weekly paperwork from meal sites and check for compliancy
- May be required to represent FSD to community groups and events through public relations and speaking engagements
- Contributes to the assessment of future program implementation
- Attend and participate in all appropriate meetings as scheduled
- All other duties as assigned

EDUCATION/YEARS EXPERIENCE

Required:

- A minimum of 2 years of experience working with members of underrepresented groups
- A minimum of 2 years of professional experience with competing priorities, deadlines, and constant multi-tasking.

Preferred:

- Educational background in field related to Social Services, Public Policy, Business Administration, Management, or comparable course of study preferred
- A minimum of 2+ years of work experience in food distribution programs, food security and hunger-relief work, and volunteer coordination
- Bilingual in English and Spanish, or English and another Non-English language.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to hunger-relief and FSD's mission
- General knowledge of administrative office based practices
- Basic understanding and interest in promoting nutrition education and other social services that help families become self-sufficient
- A professional demeanor with an aptitude for analytical thinking and problem solving.
- Must be detail oriented and possess strong organizational and time management skills
- Must be able to demonstrate responsibility and initiative
- Strong proficiency in Windows 8, Excel, Microsoft Word, and Outlook
- Ability to work under pressure with tight deadlines
- Ability to work independently and collaboratively
- Ability to provide excellent customer service and representation in the community
- Excellent verbal, written, interpersonal, organizational, and public speaking skills
- Proven track record of success

TOOLS AND EQUIPMENT USED

Standard office equipment and machines such as telephone, personal computer, multi-function copy machine, and 10-key calculator.

LICENSES/CERTIFICATIONS

Must have reliable transportation and possess and maintain a valid state driver's license, a satisfactory driving record, including proof of personal vehicle insurance coverage and insurability under the Agency's insurance carrier standards.

PHYSICAL, MENTAL & ENVIRONMENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office adjacent to a warehouse setting with occasional travel to other locations in San Diego County.
- Sit, stand, walk, bend, kneel and uses hands, arms and legs for dexterity, balance and climbing stairs frequently. Must be able to sit for prolonged periods of time.
- Must be able to hear, see including peripheral vision and distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Pull and push such objects as file drawers and supplies.
- Prioritize and multi-task work and projects requiring good memory, concentration and analytical thinking.

- Occasionally is required to perform the safe operation office equipment and machines, and recognize and abate safety hazards within the workplace.

HOW TO APPLY

Submit a resume, cover letter and salary requirements to humanresources@feedingsandiego.org with the name of the position in the subject line.

Feeding San Diego is committed to building a culturally diverse team and strongly encourages applications from underrepresented groups.

Feeding San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.