



**Friendship
Trays** Meals on Wheels of
Charlotte-Mecklenburg

Job Title: **Program Assistant**

FLSA Status: Temporary* Part Time Nonexempt

*based on contractual grant funding

Scheduled hours determined by the Community Outreach Director, occasional nights and weekends.

Reports to: Community Outreach Director

Supervises: volunteers as assigned (i.e. Home delivery, Food Share volunteers and student interns)

Revision Date: July 12, 2021

POSITION SUMMARY:

The Program Assistant serves as a key member of the operations, outreach and COVID response team assisting with distribution of groceries to food insecure households. The Program Assistant supports program expansion to eliminate food insecurity for our community. He/She provides direct support to the Community Outreach Director in daily operations and oversees volunteers and student interns in relation to community outreach programming. He/She will work collaboratively with operations, outreach and COVID response team members to address systemic issues impacting food insecurity.

ESSENTIAL FUNCTIONS:

1. Assist with programs (Home Delivery, Bulk Agency Pickups, and Food Share) to expand the reach of the organization and provide improved access to healthy food in high need areas.
2. Ensure program data, information, and reports are complete and accurate.
3. Follow all food safety, food handling and sanitation guidelines and regulations.
4. Operate equipment (hand trucks, pallet jacks, etc.) as necessary for distribution of food.
5. Participate in community outreach events and other requests from community partners to further Loaves & Fishes mission.
6. Respond to special needs presented by clients, volunteers, donors, partner agencies and participating pantries (e.g., emergency referrals, conflicts, etc.).
7. Attend staff meetings/trainings and other meetings as required.
8. Represent the association as required by the Executive Director.

QUALIFICATIONS:

1. High school diploma or equivalent degree.
2. One or more years of community outreach experience preferred.
3. Strong organizational and technological skills.
4. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel; Google-Drive, Docs, Sheets).
5. Exceptional interpersonal, oral, and written skills.
6. Dependable and punctual team player.
7. Ability to lift up to 25 pounds repetitiously.



8. Valid Carolina driver's license with an excellent driving record.
9. Positive attitude, flexible, and detail oriented.
10. Ability to work with sensitivity and empathy without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
11. A passion for the mission of Loaves & Fishes is essential.

To apply, please use Program Assistant in the subject line and email a cover letter, resume, and three professional references to HR@loavesandfishes.org.