



Job Title: **Program Assistant**

FLSA Status: Full-Time Non-Exempt

Scheduled hours determined by the Lead Program Coordinator, some evenings and weekends.

Reports to: Lead Program Coordinator

Supervises: Volunteers and Interns as assigned (i.e. Home delivery, Food Share, and Warehouse volunteers)

Hourly Range: \$17-18 dependent on experience. Includes benefits.

Revision Date: 01/2023

POSITION SUMMARY:

The Program Assistant serves as a key member of the operations and outreach team assisting with distribution of groceries to food insecure households. The Program Assistant supports program expansion to eliminate food insecurity for our community. They provide direct support to the Lead Program Coordinator in daily operations and oversees volunteers and student interns in relation to community outreach programming. They will work collaboratively with operations and outreach team members to address systemic issues impacting food security.

ESSENTIAL FUNCTIONS:

1. Assist with indoor and outdoor programs (Mobile Pantry, Grocery Home Delivery, Bulk Agency Pickup, Food Share, and Volunteer Programs) 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/Friendship Trays mission.
6. Respond to special needs presented by clients, volunteers, donors, partner agencies and participating pantries (e.g., emergency referrals and deliveries, conflicts, etc.).
7. Attend staff meetings, staff trainings, and other meetings as required.
8. Participate in and support Loaves & Fishes/Friendship Trays' food- and fund-raising efforts.
9. Represent the organization as requested by the CEO.

QUALIFICATIONS:

1. High school diploma or equivalent degree.
2. One or more years of community outreach experience preferred.



3. Organizational and technological skills.
4. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel; Google-Drive, Docs, Sheets; databases).
5. Interpersonal, verbal, written, and presentation skills.
6. Ability to lift up to 50 pounds repetitiously.
7. Valid Carolina driver's license with an excellent driving record and regular access to a vehicle.
8. Dependable, flexible, and punctual team player. Available to work evenings and weekends as needed.
9. High degree of initiative and an ability to manage multiple tasks and projects at a time.
10. High energy, positive "can-do" attitude with attention to detail.
11. 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.
12. A passion for the mission of Loaves & Fishes/Friendship Trays is essential.
13. Compliance with our Covid Vaccination and Testing Policy. All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. All employees who are not fully vaccinated will be required to undergo regular COVID-19 testing and wear a face mask.