



Job Title: **Lead Program Coordinator**

FLSA Status: Full-Time Exempt

Scheduled hours determined by the Community Outreach Director, some evenings and weekends.

Reports to: Community Outreach Director

Supervises: LF Program Coordinators, LF Program Assistants, and Volunteers as assigned (i.e. Home delivery, Food Share, Warehouse volunteers and student interns)

Salary Range: \$38-\$40k dependent on experience. Includes a comprehensive employee benefit package.

Revision Date: 4/17/2023

POSITION SUMMARY:

The Lead Program Coordinator serves as a key member of the operations and outreach team assisting with distribution of groceries to food insecure households. The Program Coordinator supports program expansion to eliminate food insecurity for our community. They provide direct support to the Community Outreach Director in daily operations and oversees student interns and volunteers 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. Oversee indoor and outdoor programs (Mobile Pantry, Home Delivery, Bulk Agency Pickups, 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' fundraising efforts.
9. Represent the organization as requested by the CEO.

SUPERVISORY RESPONSIBILITIES:

Directly supervise program coordinators, assistants, and volunteers as assigned. Carry supervisory responsibilities in accordance with LFFT's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; scheduling, planning, assigning, and directing work;



appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

1. High school diploma or equivalent degree.
2. Two or more years of community outreach experience preferred.
3. Strong organizational and technological skills.
4. Proven management and leadership capabilities.
5. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel, Google-Drive, Docs, Sheets).
6. Exceptional interpersonal, oral, written, and presentation skills.
7. Ability to lift up to 50 pounds repetitiously.
8. Valid Carolina driver's license with an excellent driving record and regular access to a vehicle.
9. Dependable, flexible, and punctual team player. Available to work evenings and weekends as needed.
10. High degree of initiative and an ability to manage multiple tasks and projects at a time.
11. High energy, positive "can-do" attitude with attention to detail.
12. 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.
13. A passion for the mission of Loaves & Fishes/Friendship Trays is essential.
14. 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.

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