

Job Title: **Program Manager**
Department: Program Department
Reports To: Program Director
Classification: Regular, Exempt, Full-time
Location: Concord, CA

**Do you want a career that allows you to make an impact in the lives of others?
Do you possess top-notch communication skills and the drive to ensure program success?
If so, we want to hear from you!**

The Program Manager is responsible for the leadership and direction of direct service programs and staff in the execution of their duties to achieve the Food Bank's mission, goals and objectives. Current direct service programs include Senior Food Program, Food Assistance Program, Food for Children, Farm 2 Kids, Extra Helpings, Community Produce Program, School Pantry Program, Mobile Food Pharmacy, and Harvest to Home. This position also manages grant funds from government sources and funding for food purchased for direct distribution.

Responsibilities

- Directly supervise the work of Program Coordinators.
- Coordinate monthly food orders and warehouse distribution schedule with the Warehouse Manager and program staff.
- Visit direct service program sites regularly.
- Establish and oversee pilot programs, evaluate efficiency, and make recommendations for continuation.
- Coordinate with the Communications Department to determine volunteer needs and program-specific communications.
- Assist the Program Director with grant proposals, funding allocation, and reports.
- Coordinate representation at community meetings (currently Families CAN, Healthy and Active Before 5, Food and Nutrition Network of Solano County, CC HIV/AIDS Consortium).
- Evaluate programs and systems for efficiency and suggest and implement changes accordingly.
- Other duties as assigned.

Qualifications

- Bachelor's degree and three to five years related experience and/or training; or equivalent combination of education and experience.
- Experience supervising and directing the work of others, required.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Valid California Driver's license and insurance, required.
- Proficiency with Microsoft Office Suite and knowledge of databases.
- Proficient in basic math concepts. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.

- Ability to speak effectively before diverse groups of people.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Ability to frequently lift and/or move up to 30 pounds.
- Maintain high level of confidentiality at all times.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "Program Manager." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer