

THE ORGANIZATION

Feeding Westchester is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. Last year, we moved nearly 10 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers and schools. Because of that, we supplied 7.8 million meals to children, families, and seniors and mobilized 11,000 volunteers and over \$4 million in donations to help end hunger here. But, the need remains, and we have work to do. **We are looking for talented people to help us change the world for our neighbors in Westchester County. What are you looking for?**

THE OPPORTUNITY

Feeding Westchester has an exciting opportunity for a passionate and dedicated Programs Specialist. Working within the Program Operations Department, the Programs Specialist will act as the point of contact between Feeding Westchester and our targeted food distribution programs, such as the School Pantry, Mobile Food Pantry, Fresh Market, Senior Grocery, and Backpack Program. This role offers an exciting opportunity to make a difference by developing sites and seeking partnerships within the community for program implementation. Working collaboratively with the Programs Manager, the Programs Specialist will assist Feeding Westchester in meeting programmatic requirements and compliance criteria through site visit monitoring, monthly reporting, enrollments and orientation of new partners, scheduling distributions, evaluating program effectiveness, and service delivery maintenance. Strong analytical and organizational skills and the ability to communicate and work effectively with people from a wide variety of diverse backgrounds are a must!

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Programs Monitoring and Reporting

- Conduct site visits, observe operations and review documentation to ensure compliance with Feeding America's regulations.
- Coordinate monthly statistical data collection from Program partners and generate related reports.
- Enter data into database and maintain communication with Programs for quarterly and annual reporting.
- Provide monthly reporting of Program activities, requested statistics and generate related reports.
- Support grant management and related processes by producing written correspondence, ensuring accurate documentation of expenditures, monitoring grant allocations, and scheduling and attending review meetings.
- Assist in the implementation and execution of client tracking system at sites to gather necessary reporting from Program partners.

Programs Administration

- Work in partnership with Manager to provide technical assistance, membership related support, application and renewal procedures, ordering process, reporting requirements, and record keeping.
- Maintain accurate records and member information in Feeding Westchester's agency database.
- Maintain Program distributions scheduling and provide each partner with current Program calendars.
- Maintain online distribution calendar and update daily with changes such as cancellations or date modifications.
- Work with Manager to create, provide, and distribute communication materials including partner manuals, capacity building strategies, and informational brochures.
- Assist in the maintenance of program standards, SOP's, partner manuals, and evaluation systems.
- Provide additional clerical and administrative support for office as required or requested by Manager.

Distribution Programs Maintenance

- Provide backup for stages of order creation, product selection, delivery coordination, invoice creation, and distribution to Program partners.
- Assist Manager with developing host agencies to improve programming.
- Provide on-going training to Program partners and volunteers.
- Provide clear communication for proper site staging and setup.
- Assist with identifying target audiences (example - unmet food insecure populations) where Feeding Westchester is not currently providing services.
- Assist with targeting and developing an optimal mix of distribution sites per strategic goal.
- Coordinate with local service agencies to provide outreach opportunities for clients at Program sites.
- Maintain close communication with the Food Sourcing team and Volunteer Coordinator to plan distribution items and timing of packing appropriate items.
- Assist with the development of optimal distribution methods resulting in service with dignity.
- Coordinate annual needs assessment/satisfaction survey.
- Work closely with other Feeding Westchester functions such as the Volunteer Services Manager, Nutritionist, and Accounting to maintain positive flow of resources and service delivery.

JOB REQUIREMENTS:

- BA/BS degree in related field with a demonstrated interest in hunger or related social issues.
- Excellent verbal and written communication skills with a demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Proficient in latest software and technology.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized, detail oriented and able to keep accurate records for tracking and reporting.
- Proven success in building effective working partnerships across a diverse group of internal and external stakeholders.
- Valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business to regional and national destinations.
- Willingness and ability to work irregular or extended hours.

ABOUT US:

Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, and other ancillary benefits. Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

HOW TO APPLY:

Interested Applicants should send resume, cover letter, and salary requirements to postings@feedingwestchester.org with the name of the position in the subject line.