



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Program Manager

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

The Program team is looking for an experienced program manager interested in working on a mission-critical program managing new and innovative projects to achieve our vision of a hunger-free community. If you enjoy working with cross functional and cross company project teams, building project schedules, managing team meetings and managing deliverables to ensure adherence to project schedules, we have the job for you. You will have the opportunity to lead specific areas of the project as well, such as Evaluation, Change Management or other area of interest or expertise! Collaboration/tracking will be required across the organization. We are looking for someone who enjoys managing the program schedule and providing regular updates to senior management. Strong attention to detail and excellent teamwork and communication skills required. If you are ready to roll-up your sleeves and learn about what we do to help us achieve our vision, you should look at this position!

This job might be for you if:

- Have 3-5 years' experience managing complex programs
- Are comfortable working in a cross functional role with a diverse team
- Have excellent project management skills, and you are willing to coach junior team members
- Have excellent written and verbal communications
- Are comfortable presenting to Senior management
- Are comfortable with public-speaking and presenting

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CYPRESS CENTER

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BING CENTER

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Qualifications

- Develop detailed project plan for complex transformational program across multiple departments (such as programs and services, operations, development, marketing)
- Collaborate with cross functional team members to ensure schedules/plans are aligned.
- Schedule and manage cross functional/cross company team meetings
- Follow up on action items with all team members and ensure that all team members are delivering to the agreed upon schedule
- Proactively identify, document, and communicate changes to original project schedule/scope
- Create and deliver program status presentations to the stakeholders
- You are organized and have excellent communication skills
- You are looking for a full-time position (flexible work schedule available and part-time will be considered)

Reports To:	Director of Programs
Location:	750 Curtner Ave, San Jose CA 95125
Hours:	Full-time, Exempt.
Compensation:	Manager-level position. Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan.

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY