



Project Specialist

Are you interested in using your project management experience to make the difference in the lives of 116,000 Alameda County residents every month? Do you want to apply your data analytics skills to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its goals? Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Project Specialist will provide project management facilitation for the Programs and Operations Departments in support of their efforts to meet departmental and organizational goals. Responsibilities include: Leading deployment of an exciting new community engagement program; coordinating project intake and tracking; project dashboard management and reporting; collecting, analyzing and presenting data; and recommending, testing and supporting the implementation of process improvements.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient, direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE SKILLS AND ABILITIES

Required Competencies

- 2-5 years of experience in project coordination, including a track record of successfully leading complex, cross-functional projects with multiple stakeholders.
- Data analytics or business intelligence (BI) experience required.
- Strong leadership and collaboration skills working with people of diverse backgrounds and circumstances.
- Strong computer skills including Word, Excel, Visio and Outlook.
- Ability to prioritize and handle multiple assignments in a fast-paced environment.
- Ability to develop and maintain collaborative and professional relationships.
- Valid current CA Class C license and insurable driving record. (Personal vehicle not required.)

Preferred Qualifications

- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Working knowledge of MS SharePoint.
- Familiarity with Lean, Agile, or Design Thinking principles.
- Understanding of Institute (PMI)'s Project Management Book of Knowledge (PMBOK).

PERSONAL ATTRIBUTES AND VALUES

- Innovative self-starter and creative problem solver with a bias towards action.
- Strong work ethic with an orientation towards constant innovation and process improvement.
- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Impeccable integrity and honesty.
- Ability to work both independently and in a collaborative setting.
- Ability to collaborate with colleagues in a pro-active manner and effectively build strong relationships with internal stakeholders.
- Service orientation with the ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances

PHYSICAL REQUIREMENTS

This work is located in an office and warehouse environment. Some local travel may be involved to assist with site visits and volunteer events. The following physical abilities are necessary and essential functions of this position:

- Ability to lift up to 25 lbs.
- Ability to speak, hear, read and write clearly.
- Ability to quickly use deductive reasoning and communicate solutions.
- Ability to use a computer terminal for a minimum of 7 hours per day.

COMPENSATION AND BENEFITS

This is a full-time non-exempt position, working Monday to Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, one hour unpaid lunch). The non-negotiable starting salary is \$47,248.50 (\$24.23 per hour). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off, starting at: 10 days vacation, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, A&DD & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please submit your *resume* and answer the application questions on our careers page located at <https://www.accfb.org/about-us/careers/>

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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