

Job Title: Mobile Distributions Program Manager
Department: Programs
Reports To: Programs Director
Classification: Regular, Full Time, Exempt
Location: On site in Fairfield, CA with driving throughout Contra Costa and Solano Counties

**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!**

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Mobile Distributions Program Manager is responsible for the leadership and execution of Direct Service Mobile Programs, ensuring adherence to best practices, quality of care, and maintaining the highest professional standards. The successful candidate will maintain positive morale and unit cohesion as evidenced by maintaining a cooperative and flexible attitude toward coworkers, showing adaptability to change, and exhibiting effective communication and interpersonal skills. Strong time management skills and the ability to handle competing priorities is essential. This position requires approximately 30% field work and supervises a staff consisting of one Program Supervisor, five Program Coordinators, and several support staff. The person in this position is also involved with the training and management of volunteers as they relate to this service area.

Current Direct Service Mobile Programs include Community Produce Program, Drive-through Distributions, and Mobile Food Pharmacy.

Responsibilities

- Assess community need and develop and implement innovative partnerships that work to move clients from food insecurity to self-sufficiency across FBCCS' service area.
- Oversees Mobile Distribution Programs, including but not limited to Community Produce Program, Drive-through Distributions, and Mobile Food Pharmacy.
- Makes data-driven recommendations on strategic growth, and ensures smooth execution of programs.
- Collaborate with the management and Leadership team to develop and execute the organizational strategic plan.
- Supervise, lead and develop the Direct Service Mobile Distributions Program staff working in the office and in the field. Develop long-range goals and support day-to-day activities complete with operating and training plans, updated policies and procedures, and professional presentation of internal and external communication materials.
- Develop and implement strategies to promote and enhance the delivery of fresh, nutritious, perishable foods through Mobile Distribution Programming.
- Implement and maintain systems to gather, analyze, and report on Mobile Program data, client data, volunteers, and collect stories to promote programs in partnership with Communications team.

Job Opening

- Ensure all sites and network partners comply with Feeding America and other relevant guidelines, food safety standards, rules and regulations.
- Establish standards for and oversee Mobile Distributions, conduct regular site visits/monitoring, and ensure that team members, volunteers, and network partners are properly trained in safe food handling, data collection, and safe Mobile Distribution practices
- Represent the FBCCS at partner meetings, conferences, and relevant community hunger events and symposiums.
- Performs other related duties as assigned by Programs Director.

Qualifications

- Minimum of 2 years of creative and inspired leadership experience supervising and driving innovation within a department required.
- Bachelor's degree preferred and 3 to 5 years related experience and/or training. An equivalent combination of education and experience will be considered.
- Bilingual English/Spanish preferred but not required.
- Valid California driver's license, current insurance and ability to be insured by Food Bank insurance. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate).
- Ability to work under general supervision with limited guidance and direction.
- Proficiency with Microsoft Office Suite. Must be competent working with Google docs. Familiarity with inventory software is a plus.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Proficient in basic math concepts. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances and the ability to develop strong rapport and relationships with stakeholders at all levels.
- 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 25 pounds.
- Ability to work flexible hours, including evenings and weekends.

COVID Requirements

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, exempt position. The non-negotiable starting salary for this position is \$72,250 annually. 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) employer matching, 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 organization. We strive to provide an inclusive, collaborative, and 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: "**Mobile Distributions 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 9452

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

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