



Helena Food Share Position Description: Program Manager

Our Mission: Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

Our Food Sharing Philosophy: We believe no one should go hungry. We believe access to food is a basic human right. We believe nutritious food is a building block for healthy communities. We believe in the spirit of human kindness. We believe that by working together we accomplish more. We believe every gift is significant. We believe by sharing food, we share hope.

Hours: 40 hours per week, Monday-Friday; flexible scheduling or overtime hours are sometimes required for evening or weekend work.

Compensation: \$21.00 to \$23.00 per hour, based on experience. This is a non-exempt (hourly) position. . Compensation also includes paid holidays, annual leave, sick leave, and health insurance premium payments to an employer-sponsored health insurance plan.

The Program Manager reports directly to the Program Operations Director, is a key member of the Helena Food Share program team, and plays an important role in defining and implementing the organization's programs and nutrition initiative efforts. Working with the Program Operations Director and in collaboration with other staff, volunteers, and customers the Program Manager holds overall responsibility for developing, coordinating, and implementing Helena Food Share's expansive and impactful programs. This position also supervises the Volunteer and Food Drive Coordinator, the Garden Coordinator, and Program Interns. This is a high-performing position, requiring excellent organization and communication skills, effective leadership qualities, and the ability to understand the larger scope and potential impact of the organization's role in the community. This position manages data systems, program logistics, and engages in mission-direct work such as fresh food procurement and distribution. This position is also responsible for creating and maintaining community partnerships, specifically in the local food community that leads to educational opportunities and increased access to fresh food for Helena Food Share customers. The Program Manager is critical in modeling behavior to treat all with dignity and respect who are in need.

Program Responsibilities

Grocery Share: The Grocery Share program is our free grocery market, where shoppers can pick up groceries on a weekly and monthly basis at our Lewis Street location.

- Work closely with the Operations Manager, Operations Assistant, and Volunteer and Food Drive Coordinate to run a store that treats all with dignity and respect
- Manages the service tracking software and data collection efforts, and creates monthly program reports for the Executive Director and leadership staff
- Works with the Volunteer Coordinator to staff and train Greeter and Intake volunteers to collect critical and confidential information from shoppers
- Serves as the advocacy and resource coordinator for Pantry shoppers, emphasizing excellent people services and customer care

- Works with the Volunteer and Food Drive Coordinator to develop relationships with community groups and engage individual volunteers

Senior Farmer's Market Nutrition Program: This is a federally funded program that enables Helena Food Share to distribute \$50 in coupons to financially eligible seniors to shop at the local farmer's market throughout the summer.

- Manage communications with the grant point of contact at the Department of Health and Human Services
- Conduct program outreach to ensure the maximum number of eligible seniors are served
- Implement programming in full compliance with federal grant requirements
- Complete grant reports monthly
- Compile information for audits on a bi-annual basis

Senior Commodities: This is a federally funded program managed in partnership with Rocky Mountain Development Council (RMDC). Helena Food Share has the responsibility of distributing Commodity boxes to eligible seniors in the Helena area. The bi-monthly commodity boxes provide a staple of nutritious food in addition to what seniors can get at the pantry.

- Collaborate with RMDC staff to schedule programs and product availability
- Conduct program outreach to ensure the maximum number of eligible seniors are served
- Manage logistics of distributing product directly to customers, and through a network of volunteer/staff-led delivery routes
- Oversee the completion of the necessary paperwork for compliance with grant requirements
- Collect data points for grant requirements and program analysis
- Manage paperwork retention for auditing purposes

Emergency Snack Packs: Emergency Snack Packs are bags of food and resources that Helena Food Share distributes directly to individuals, as well as to partner organizations who encounter individuals in immediate need of nutrition.

- Manage the collection and storage of resources needed for assembling the packs
- Ensure that deliveries happen in a timely manner
- Reach out to organizations that could benefit from having packs to distribute
- Collect and manage data points for program analysis

The Nutrition Initiative/Garden and Nutrition Education: Our aim with this initiative is to increase the amount of fresh, locally grown products available to our shoppers and to create a learning community around how to prepare and stretch healthy meals.

- Work with the Garden Coordinator to develop and implement garden programming
- Work creatively with other staff members and community organizations to ensure that the Farm Stand is used to its utmost capacity
- Coordinate Charlie Cart Demos and logistics, cooking classes, and update recipe wall
- Obtain a *ServSafe* Food Handling Managers certification and train volunteers on food handling safety
- Look for grant opportunities that could further program impact or lead to community partnerships to increase health for those living in poverty
- Build relationships with local farmers, working closely with the Program Director in the strategic purchasing of food that strengthens the local food system and benefits our customers
- Lead nutrition awareness efforts, like the Harvest of the Month, and expand to community-wide collaborative efforts that both benefit farmers and partners via bulk buying power

Kid Packs: Kid Packs are special packs of kid-friendly foods that provide weekend nutrition during the school year for preschool and elementary school kids at risk of hunger over the weekends.

- Coordinate with the school contacts for a weekly distribution number
- Work with the Volunteer Coordinator to schedule community groups to build on a weekly basis
- Work with the Program Director in procuring Kid Pack items, both through purchases and food drives, and track inventory

Supervision and Management

- Directly supervises the Volunteer and Food Drive Coordinator, the Garden Coordinator, and Program Interns
- Manage all aspects of the internship program, including outreach, training, management, and assessment
- Work with other organizations to collaboratively utilize AmeriCorps service (AmeriCorps NCCC, Montana Conservation Corps, etc.)
- Develop and manage program-related AmeriCorps VISTA projects
- Oversee the completion and accuracy of all programmatic data entry
- Direct program staff activities during Senior Commodities, the Senior Farmer's Market Nutrition Program, and any events involving the Garden or Nutrition Education
- Manage the Greeter/Intake volunteers in collaboration with other program staff

Minimum Education, Experience, and Licensing Requirements

- Post-secondary degree and three years of demonstrated experience desired, with other combinations of education and related experience will be evaluated on an individual basis
- Supervisory or management experience and/or experience working with or coordinating volunteers
- Experience in human service work is preferred, specifically working with people in crisis or poverty
- Must have a strong commitment to the mission and values of Helena Food Share
- Must be able to lift, carry and/or push/pull 50 lbs. repeatedly.
- Valid Montana driver's license
- Successful completion of a criminal background and motor vehicle record checks prior to employment

Application

A complete application must include a cover letter, resume, and 3 professional references. Submit electronically to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org).

Open until filled. Application reviews will begin on an ongoing basis.

Please direct any questions to Kim Dale at 406-443-3663 ext. 110.