

Helena Food Share Position Description

Program Director

Reports to: Executive Director



Position Summary

Helena Food Share has provided food assistance to those in the greater Helena area since 1987. Our mission is to serve 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. We pursue this mission while working toward our vision of creating a hunger-free community.

The Program Director reports directly to the Executive Director, is a key member of the leadership team, and plays an important role in helping shape and implement initiatives that support the organization's short and long-term, mission-focused goals. This position requires professional organizational skills, and effective relational qualities that can be applied toward building constructive relationships in the community.

Helena Food Share, located in Helena, Montana, is a tax-exempt, nonprofit organization governed by a volunteer board of directors and run by a staff of around 20 and hundreds of volunteers. The Community Food Resource Center respectfully assists 1,800 households each month. We also distribute food through external programs such as Kid Packs, mobile pantries, Senior Commodities and Senior Farmers Market and through other collaborative partnerships. More information about Helena Food Share and the services it offers is available at helenafoodshare.org.

Responsibilities

Team Member Supervision and Program Management

- Provides general and logistical management and oversight related to all Helena Food Share programs.
- Completes reports, as needed or requested, on all program services and costs.
- Oversees daily activities of all program staff as needed to deliver Helena Food Share programs and services.
- With program team members, works to ensure smooth coordination of team members and volunteer scheduling to meet program and warehouse needs.
- Performs all other necessary functions to effectively and efficiently manage the personnel assigned.
- Manages the annual budget and inventory for food purchases.

Nutrition Initiative Prioritization

- Oversee production of nutritious foods for HFS customers from the commercial kitchen.
- Manage commercial kitchen rental line of business.
- Oversee HFS garden space and fresh food programs.
- Develop and strengthen relationships with food producers to increase the nutritious food options available to customers at the Community Food Resource Center.

Outside Agency Outreach and Communications

- Leads or facilitates collaboration with social service agencies, community groups and businesses that are related to program or volunteer activities.
- Monitors and determines appropriate distribution of food to any external partner organizations.
- Ensures that the required food distribution reports are completed for all external organizations.
- Participates in external networking meetings and/or on boards that are related to Helena Food Share.
- Maintains and develops solid relationships with all local food contributors to Helena Food Share.

Performs other duties, as assigned by the Executive Director.

Desired Skills, Knowledge and Qualifications

- The ideal candidate for this position will:
 - Have superior interpersonal skills;
 - Be able to effectively manage competing priorities and deadlines;
 - Be organized, flexible, creative and willing to learn;
 - Have demonstrated experience and confidence asking people to help with a variety of needs in many different circumstances.
 - Know how to work independently, and as part of a team that knows how to have fun, and thrive with a high volume of deadline driven tasks;
 - Be able to firmly commit to and work to achieve the mission of Helena Food Share;
 - Be able to work at a desk with a computer and to lift 50 pounds; and
 - Possess the ability to keep all operations moving forward and with a high level of commitment to ensuring that all who engage with Helena Food Share are appreciated and treated with dignity and respect.
- Successful completion of criminal background and motor vehicle record checks prior to employment.
- The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree and 5 years' demonstrated and progressive operations experience. Other combinations of education and experience will be considered on an individual basis.

Work Environment

The Helena Food Share culture is one of inclusion and support. The focus is on providing food programs with dignity and respect while ensuring donor support is honored and utilized efficiently. Please review the HFS Philosophy: <https://helenafoodshare.org/about-us/our-vision-and-mission/>

Schedule

This is an exempt, salaried position with a standard 40-hour week, Monday to Friday. Some hours may be required for special events or activities, including periodic Market support.

Salary and Benefits

This is an exempt, salaried position. The salary range is \$70,000 – \$80,000, based on experience. Compensation also includes paid holidays, annual leave, sick leave, and health insurance premium payments to an employer-sponsored health insurance plan.

Equal Opportunity Employer Statement

The HFS Board and Executive Director will not discriminate against any applicant, candidate or employee in a manner that violates the law. HFS is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation or any other characteristics protected under state and federal law. Each person is evaluated on the basis of skill and merit. HFS policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, training, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, and termination.

Application Instructions

A complete application must include an individualized cover letter, resume, and three professional references. Submit electronically to hire@helenafoodshare.org. The position is open until filled, and application reviews will begin on an ongoing basis.

Please direct any questions to Regan Wilde at 406-443-3663 ext. 105.