

Arlington EATS Program Manager

Summary of Duties: The Program Manager position will be responsible for the day-to-day operations of Arlington EATS programs including: the Market, school snack program, and vacation and summer lunches.

Arlington EATS is in an exciting period of transition as we recently went through a merger of two grass-roots hunger organizations and are now embarking on a new strategic plan that will shape our future programming. The ideal candidate would be willing to "get their hands dirty" but also think strategically about how the organization can deliver programming in an effective and respectful manner to various stakeholder groups. This is a great position for someone who is interested in exploring and learning about various aspects of non-profit service organizations.

Due to the transition period of the organization, this is a full-time (36 hours), exempt, one year position. Starting salary will be around \$42,000 with benefits including health insurance, retirement, and paid time off. There will be opportunity after the one-year period to apply for a permanent position.

Duties include but not limited to:

Operations

- Management of the food inventory including ordering food from multiple sources and developing a system to track food and ensure safe handling of all food products.
- Ensure that services are reaching the target population and providing culturally appropriate and nutritious foods.
- Oversee programs in a safe and effective manner and address shopper conflicts.
- Develop, maintain, and report on program metrics in a timely manner.
- Plan programs with lead volunteers.
- Maintain operational policies and procedures for safe food handling, volunteer management, and shopper relations.

Volunteer Management

- Manage volunteers including training, supervision, recruitment, and appreciation of a diverse group of volunteers.
- Work with community members to organize food drives and volunteer workdays.
- Work with the staff to plan a volunteer appreciation event in the fall.

Communication

- Assist Executive Director to communicate, collaborate and maintain positive relationships with volunteers, community partners, clients and existing and prospective donors.

- Regularly assess operational capacity, process improvements, and opportunities with the Executive Director.

Qualifications:

- Excellent interpersonal and communication skills, must be able to work collaboratively with a diverse range of volunteers, donors, and shoppers.
- Must have superior time management and organizational skills, be self-directed, and set and meet deadlines and benchmarks.
- Experience with nonprofit organizations and working with volunteers.
- Experience with operations, logistics, or project management.
- Confident and decisive leader with an open, collaborative work ethic. Able to think strategically and understand big picture.
- Strong analytic, tactical, and critical-thinking skills required, good attention to detail.
- Proficiency with Microsoft applications and social media platforms.
- Must have a valid driver's license, good driving record, and the ability to lift 40 pounds repeatedly.
- Requires a flexible work schedule, must be able to work some early mornings, evenings (at least once a week), and occasional weekends.
- The ideal candidate should have easy access to the Arlington community.

To apply: Please submit a cover letter and resume to Andi Doane, Executive Director at adoane@arlingtoneats.org.