Programs Manager Position Description

Full-Time (40 hours/week)

The Coralville Community Food Pantry is an anti-hunger nonprofit organization providing critical and innovative food assistance services to the greater Coralville community. We believe that food is a human right, and that food has the power to bring people together. Our vision is to build a stronger, healthier, and hunger-free Coralville community.

Reporting to the Executive Director, the Programs Manager will be responsible for the smooth functioning of the Food Pantry’s primary anti-hunger programs, which include the Food Assistance Program, the School Break Nutrition Program, and the Veggie Rx Program. The Programs Manager serves as a critical point of contact for community members connecting with the Food Pantry for the first time, whether as a volunteer or as a recipient of services.

Key Responsibilities

- Manages the Food Pantry’s primary anti-hunger programs—ensuring the routine delivery of high quality and innovative services to support community members experiencing food insecurity.
- Maintains a positive, collaborative management style and solution-focused agenda as an example of leadership for direct reports and other colleagues.
- Networks within the community to identify gaps in anti-poverty and anti-hunger services.
- Collaborates with new and existing community partners and funding sources to develop strategies to address those gaps.
- At the request of the Executive Director, provides reports, presentations, and other communications to community partners and the CCFP Board.
- Manage a volunteer base of 200+ individuals, through communication & scheduling.
- Recruit and train prospective volunteers.
- Facilitate multiple weekly food distributions.
- Lead weekly food procurement & donation acquisitions.
- Ensure all volunteer shifts are fully and adequately staffed.
- Engage and retain volunteers through routine appreciation, education, and community building activities.
- Support the Executive Director as first contact and addressing immediate pantry needs.
- Maintain client and volunteer records.
- Represent the Food Pantry at community events.
**Education, Experience, & Preferred Qualifications**

- Bachelor’s degree in social work, public health, or related human services field required.
- Program management experience, preferably in a social service nonprofit or community organization setting.
- Strong understanding of systemic inequality and best practices in supporting individuals and families.
- Knowledge of issues and programs related to supporting those experiencing poverty and food insecurity.
- Bilingual or knowledge of basic written and spoken Spanish or French is a plus.
- Background in program development, expansion, and evaluation.
- Experience working with and leading volunteers.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong organization, budgeting, and planning skills.
- Effective leadership skills that motivate staff and volunteers through support and vision-setting.
- Ability to embody and model a compassionate, nonjudgmental approach toward others.
- Commitment to service, comfortable making and implementing decisions, comfortable with ambiguity.
- Experience using personal computer with intermediate skill level for word processing, data management and communication, specifically including Microsoft Word, Excel, & Access.
- Strong interpersonal skills, organization, written, and verbal communication skills.
- Ability to routinely lift and move up to 50+ pounds.

**Compensation**

This is a full-time (40 hours per week) position with a salary range of $38,500-41,600/year.

**Benefits Package**

- Health + Dental Insurance (CCFP covers 50% of monthly premium)
- Paid Time Off including vacation, sick and personal days
- Paid Holidays
- Employees receive a retirement match of up to 3% of salary by CCFP

Weekly work schedule is Tuesday – Saturday. We place high value on Work + Life Balance in our organization. This position will have the ability to work up to 8 hours remotely per week.

**Applications due Monday, February 21 at 5pm.** Applicants should submit a Cover Letter and Résumé (with 3 references) to the CCFP at: john@coralvillefoodpantry.org or mail to: Coralville Community Food Pantry, Attn: Hiring Committee, PO Box 5523, Coralville, IA 52241.

The Coralville Community Food Pantry is an Equal Opportunity Employer.