About the Redwood Empire Food Bank:

Finding a great place to contribute your talent is a challenge so we thought we would share a bit about the REFB, and why we choose to work here.

Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*. The challenge before us is enormous. We provide food to 82,000 people throughout the year (1 in 6 people!). We consider our efforts to be noble, and the fight just. We have a strong set of Core Values developed by and for our team: Cooperation, Bring the Joy, Civility, Innovation, Curiosity, and Seek Excellence to support our mission.

Now you know about us. We’re excited to find out if you’re the right one to join us in this important work.

**Job Summary:** The Program Manager develops and oversees the strategy and implementation of the Senior Security Initiative of the Redwood Empire Food Bank (REFB). Senior Security Initiative programs include Senior Basket (aka CSFP), and the Diabetes Wellness Program (DWP). The Senior Security Manager oversees and maintains all programmatic government regulations and audit requirements of the Commodity Supplemental Food Program (CSFP), updating staff and partners on all requirements. The Senior Security Manager plays a key role in updating staff on the progress of the Senior Security Initiative, including expansion and growth opportunities across the region. This person has a passion for serving seniors and meeting their unique needs. They actively engage with community partners in the ongoing work of the REFB and in support of its mission, *to end hunger in our community*, particularly among the senior population. The Senior Security Manager remains up to date on all other REFB programs, rules and regulations.

**Major Responsibilities and Essential Functions:**

- Develop, plan and implement programs with seniors at top of mind. Bring the lens of how to better serve the aging population and meet them where they are
- Develop and oversee long term program development and hunger relief strategies with the Director of Programs for the Senior Security Initiative
- Develop community partnerships to enhance and strengthen our work
- Manage client data in our W⁵ database system and contribute to REFB
evaluation of Senior Security Initiative programs

- Coordinate and execute all REFB activities across the entire region in alignment with California Department of Social Services (CDSS) compliance to operate the Commodity Supplemental Food Program (CSFP)
- Manage and inspire at least four Program Coordinators in Sonoma, Lake and Mendocino Counties

**Skills and Qualifications:**

Minimum Qualifications

- Creative, energetic and well-organized person with strong interpersonal skills
- Ability to process data with a high level of accuracy and attention to detail
- Passionate about serving the community at well organized and welcoming food distributions
- Ability to manage staff and volunteers with good cheer
- Strong skills in leadership, problem solving and time management
- Excellent written and oral communication
- Excellent organizational skills to effectively and efficiently plan and execute a wide variety of tasks and projects
- Proactive, organized and hard working
- Self-starter with superior time management skills
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment
- Ability to work in a team-oriented environment as a strong team leader
- Experience in conducting trainings and training of trainers
- Experience in partnership development
- Ability to speak effectively and comfortably in public and present on issues relating to food insecurity and the mission of the REFB
- Computer literacy a must with experience using Google applications
- Must have valid California Driver’s License and reliable transportation
- Must be able to travel in our entire service region. 3-4 times per year to Lake and Mendocino County and once per year to Humboldt and Del Norte counties

Preferred Qualifications

- Experience working with the aging population
- Bachelor's degree in Social Sciences and/or equivalent of 5 years management experience
- English and Spanish or another language

**Working Conditions and Physical Demands**

- Ability to lift 30 lbs. and work standing for 3-4 hours at a time
- Ability to work at a computer station 3-4 hours per day
- Ability to work in inclimate weather (rain and heat)

To apply, please send your resume and cover letter to agoodwin@refb.org.