



JOB DESCRIPTION

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| Job Title: Food to Share Program Support Assistant | Job Code: |
| Department: Program | Status: Non-Exempt, Full-Time Temporary Contract employee |
| Reports To: Community Food Systems Program Director | Date Prepared: March 31, 2016 |

JOB SUMMARY

Program Support Assistants report to an assigned Program Director or Manager and assist in the formulation, development and implementation of specific projects and/or initiatives to enhance community well-being. Under general guidance and direction, Program Support Assistants are accountable for the day-to-day implementation and operation of their assigned projects. Work includes research, analysis, documentation, coordination and field work support to the Director of Communications & Development/Community Food Systems Program Director. The Program Support Assistant will also work alongside Community-Builders and sub-contractors in target neighborhoods to help integrate and meet all responsibilities required for the Food to Share project.

Program Support Assistants must be bilingual. The ideal candidate is fluent in Spanish and English with community outreach experience and proficiency in Microsoft Office Suite. Related experience in community food systems (e.g. increasing access to healthy food, Cal Fresh enrollment, etc.) is preferred, but not necessary.

ESSENTIAL JOB FUNCTIONS

While the essential functions outlined below describe a significant portion of this positions assigned responsibilities, other functions and accountabilities may be assigned from time to time. In the spirit of cooperation and teamwork, it is expected that all employees will do whatever is necessary to further the mission and work of Fresno Metro Ministry.

- Assists in the implementation of specific outreach projects and/or initiatives that support increasing access to nutritious food in underserved communities.
- Actively reaches out to develop positive working relationships and engage residents, community organizations and other stakeholders to participate in Food Distributions at schools, churches, community kitchens and other food and meal distribution sites within and immediately serving target neighborhoods.
- Assists with Food to Share communication; food recovery infrastructure development and food donation integration; and technical capacity building for all outreach activities.
- Uses knowledge and information gained from community contacts to assist in project assessment, planning and implementation.
- Supports Food to Share Co-Project Manager with grant administration activities including tracking and reporting of results to funder.

Food to Share Program Support Assistant

- Provides information to community stakeholders concerning Fresno Metro Ministry projects and initiatives, as well those initiated by partner organizations, and encourages their support and participation.
- Maintains a data base community contacts including residents and community organizations.
- Represents Fresno Metro Ministry as an organization and actively participates in community meetings and activities related to Metro projects and initiatives.
- Assists in the evaluation of program efficiency and effectiveness through the use of internally developed benchmark data and indices with an emphasis on outcomes, accountability and program sustainability.
- Develops and maintains collaborative relationships with other community based organizations, schools, churches, governmental agencies and leaders within the business community to promote and further Fresno Metro Ministry mission and vision and gain their support and involvement in our programs.

REQUIRED KNOWLEDGE AND SKILLS

- A proven commitment to the mission and vision of Fresno Metro Ministry
- Bi-lingual and bi-literate skills are essential (Spanish/English) depending on project assignment.
- Proficiency in Microsoft Office Suite, including Outlook, Word and Excel.
- Experience with or the ability to learn and gain proficiency with website administration as well as the ability to learn and use specialty software.
- Skill and comfort in communicating orally and in writing with groups of all sizes, in person as well as through the electronic media.
- Experience in mentoring, training, motivating and providing leadership and direction to community volunteers.
- Experience in organizational and community development.
- The ability to work effectively with individuals from diverse cultures and backgrounds.
- Demonstrated analytic and problem solving skills.
- Ability to work successfully in a team environment.
- Capable of managing multiple tasks and thrive in a deadline driven environment with frequently changing priorities.
- Must have a valid California driver's license; maintain state minimum levels of auto insurance, a clean driving record, the ability to be covered by the agencies insurance carrier and reliable transportation.

EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited four year institution or an equivalent combination of education and experience in a field relevant to the position's assigned project area preferred. Three or more years of progressively responsible and diverse experience, preferably in a not-for-profit setting, with demonstrated effectiveness in community organizing and leadership. An inclusive leadership style that endorses collaboration. Strong oral and written communication skills. Personal qualities that include honesty, integrity and a commitment to Fresno Metro Ministry as well as the ability to inspire and motivate others.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Food to Share Program Support Assistant

Work is often performed in an environmentally controlled setting but may frequently require work in outdoor environments with exposure to temperature extremes and/or inclement weather. Is regularly required to sit; stand, walk and climb stairs, speak and hear, both in person and by telephone; and use fingers and hands repetitively to operate office equipment including keyboards and to reach with hands and arms. Occasionally required to stand, walk, stoop, kneel or bend and may lift up to 25 pounds.

COMPENSATION

Wage ranges from \$18 - \$20. As this position is a temporary, contract (6 months), employer-funded health benefits will not be provided.

HOW TO APPLY

Please email applications to info@fresnometmin.org, with Food to Share Program Support Assistant in the subject line. Applications should include the following, if possible compiled in a single pdf: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information. Expected start date in early May 2016.

Review of applications will begin ASAP and interviews will begin Mid-April 2016. Applications will be accepted until position is filled.

Applications will be reviewed on a rolling basis. We strongly encourage applications from people of color, women, and LGBTQ individuals.

Approvals

Name: _____ Title: Executive Director _____ Date: _____

Name: _____ Title: Project Manager _____ Date: _____