

CHILDREN'S PROGRAM COORDINATOR

New Orleans Facility

POSITION SUMMARY

Coordinates and provides administrative support for Second Harvest's Child Hunger Programs. Monitors children's programs to ensure they are operating within SFSP, CSFP, other program, grant, and federal guidelines. Develops and maintains relationships with community partners to support the company's outreach efforts.

Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

ACCOUNTABILITIES

- Under the supervision of the Children's Programs Manager, develops, implements, and evaluates child hunger initiatives
- Serves as an additional contact for all partnerships related to children's programming including: Summer Feeding, Kids Café, School Pantry and Backpack Program
- Manages Kids' Cafe & Summer Feeding administrative logistics such as: calculating daily meal projections, gathering information from sites (online, email, phone, etc.), meal records and data management
- Communicates effectively with the Community Kitchen staff to ensure the accuracy of daily meal distributions
- Monitors all children's program sites and attends all applicable state training sessions
- Administrative support for federal and state audit compliance
- Works closely with parish health departments to ensure compliant site inspections
- Manages logistics, operations and orders for the school pantry and backpack programs
- Assists in the development of strategies and proposals to ensure that children's programs are able to readily adapt to future growth and scope
- Ensures compliance and provides administrative support across all programs including: maintaining program materials, school pantry and backpack inventory, databases, records, and files
- Assists with the preparation of reports and other funding sources and monitors the data collected to ensure accuracy and compliance
- Performs community outreach functions to build awareness, credibility, and demand of programs
- Cultivates and maintains positive relationships with schools, partners and charitable community organizations
- Complies with all SHFB policies and procedures.
- Maintains a professional and courteous demeanor at all times; shows good judgment and discretion.
- Performs other duties and special projects as assigned to meet company need.

QUALIFICATIONS

Education: Bachelor's degree in public health or other health-related degree preferred and/or social service background specializing in program development.

Experience: Strong administrative and compliance experience. Familiarity with grant writing, federal processes, and compliance. Experience working with a wide range of people including professional chefs, social service providers, volunteers, and economically-challenged participants.

Skills and Capabilities

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Capable of working independently with minimum supervision.
- Able to manage projects and time while demonstrating attention to detail, accuracy, and the meeting of deadlines.
- Excellent written and verbal communication skills; ability to make effective public presentations.

- Skilled at overseeing groups and delegating appropriate tasks.
- Ability to comprehend and follow written instructions with the ability to “think on your feet.”
- Knowledge of local community services and resources/programs available to populations served by the program.
- Ability to effectively promote a program and pursue outreach opportunities.
- Intermediate-level knowledge of MS Office applications, particularly Word, Excel, and Outlook.
- Ability to work some evenings and weekends.
- Ability to travel locally with the willingness to work in the field on a regular basis.
- Must have own transportation, valid driver’s license, and current auto insurance.
- Commitment to company mission and values.

Allowable Substitutions: A combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company’s discretion.

How to Apply:

Internal Candidates:

1. Consult with your supervisor before applying.
2. Submit your updated resume to the HR office for consideration by **December 12.**

Note: Applying for a position does not automatically qualify an employee. The company reserves the right to simultaneously seek internal and external candidates.

External Candidates

1. Email resume and cover letter (with salary requirements) to jobs@secondharvest.org.
2. Type “**Children’s Program Coordinator** ” as the only content in the subject line of your email.

Second Harvest Food Bank is an equal-opportunity employer