



Associate Director of Food Assistance

JOB SUMMARY

The Associate Director of Food Assistance is responsible for overseeing the Food Assistance program at One22 Resource Center, including but not limited to the Jackson Cupboard and community satellite cupboards. Focus will be on staff supervision, administering systems that support a highly collaborative and data driven Food Assistance program, and developing innovative improvements to the program area that increases access to no-cost groceries.

Duties & Responsibilities

Data and Systems

- Work with the Director of Operations and the Systems Manager to administer food pantry software for both inventory control and client ordering. Manage updates and adjustments to this system over time
- Define and document workflows in order to ensure clarity of process as well as efficiency of onboarding staff and volunteers
- Work with the Director of Operations and the Systems Manager to ensure accurate structure for tracking program outputs and outcomes in order to evaluate program effectiveness
- Work with the Director of Development to accurately track in-kind donation data, including food drives

Supply and Inventory

- Oversee all inventory and purchases for the Jackson Cupboard. Adjust inventory at the Jackson Cupboard and satellites through data driven decisions reflecting client needs, preferences and budget
- Work with program staff to refine and manage stock, warehouse storage plan and deliveries
- In coordination with One22 leadership and the Director of Community Engagement, assist with creative organizing and merchandising for a dignified shopping experience for clients

Innovative Improvements and Strategy

- Work with program staff, volunteers, One22 leadership and client feedback to conceptualize and implement innovative improvements to the Food Assistance program that increase access
- Work with other partner organizations, such as JH Food Collaborators, to ensure strategic overlay of services and to develop a strong understanding of all resources available in the community

Resource Management

- Manage the Food Assistance employee team, including scheduling, development, hiring, training and onboarding new employees. Actively work to increase redundancy of all tasks and duties of the program area
- Oversee volunteer coordination through supervision of the Food Assistance Coordinator to ensure adequate staffing at the program as well as stewardship of ambassadors of One22
- With support from the Director of Operations, oversee the inventory budget for the Food Assistance program

Operations & Facilities

- Oversee facility management and services needed (i.e. cleaning repairs, maintenance, recycling, trash, compost, etc.), including seasonal preparations
- Execute any building or facility equipment or supply improvements
- Maintain the company vehicle
- Ensure the smooth daily operations of the program area. May be required to fill in some shifts as needed

Other Duties

- Participate in all-staff trainings to strengthen accessibility of service programs and trauma-informed care
- Attend regular staff meetings and professional development opportunities
- Collaborate with Extended Leadership Team (ELT) and attend regular ELT meetings
- Represent One22 in the community as requested
- Commit to a culture of philanthropy and support donor relations, as directed by the Director of Development and Executive Director

Qualifications

Experience and Education

- Bachelor's degree in related field
- At least 3 years of relevant work experience in food access services and/or supply chain management/operations
- 1-2 years experience with general budgeting
- 1 year of experience in program management
- 1 year experience participating in community collaborations
- Salesforce skills preferred, willingness to learn required

Skills and Characteristics

- Ability to work collaboratively and independently
- Strong technology skills, including demonstrated ability to navigate various software programs

- Highly organized and can prioritize tasks at hand
- Creative and critical thinker
- Ability to pay attention to detail and manage multiple projects at one time
- Proactive approach to problem solving
- Ability to transition quickly and easily between detailed-work and a border view of program/projovet.
- Ability to create and implement project management plans
- Bilingual in Spanish and English preferred
- Passion for One22's mission and core values

Supervision

The Associate Director of Food Assistance reports to the Director of Operations.

Benefits

Health, vision and dental insurance, 401(k) with company match, PTO, professional development opportunities.

To apply, please submit a resume and cover letter to Kiersten@one22jh.org.

About One22

One22 Resource Center is a community-based nonprofit organization dedicated to supporting individuals and families facing financial and cultural challenges in the Greater Teton area. We guide members of our community toward stability and growth through basic needs, emergency resources and financial empowerment. If community members need help with groceries, or just making ends meet: that's what we're here for.