



## **Program Manager**

Full-Time with benefits

Grey Bears is a 501(c)(3) nonprofit community-based organization that promotes nutrition, activity and social connection as the perfect recipe for healthy aging. Reporting to the Executive Director, The Program Manager will be a hands-on catalyst helping to drive the success of the Healthy Food for Seniors program, distributing more than two million pounds of food and serving 35,000 meals each year. Your proactive leadership will maintain a positive culture that motivates employees and volunteers, and supports an environment for improvement and growth.

### **Program Leadership**

- Sources and acquires fresh produce and dry goods through regional co-ops, partnering agencies, stores, bakeries, distributors, donations, gleaning and the ag community.
- Controls weekly food inventory levels by conducting physical counts to ensure quantity and quality of food matches program needs, maximizing nutrition levels and diversity.
- Cultivates strong relationships with community partners, vendors, staff, volunteers and other stakeholders to ensure success of the program.
- Hands-on responsibility for the distribution operation, including the preparation and set up of volunteers on the weekly brown bag assembly line.
- Manages logistics of food rescue program coordinating with local markets and bakeries.
- Coordinates with Warehouse Manager and drivers for the maintenance of fleet, warehouse, coolers, forklifts and associate facilities.
- Manages commercial kitchen, maintains ServSafe and other certifications, orders supplies, and schedules maintenance of coolers and other equipment.
- Other duties as assigned.

### **Administrative/Other**

- Achieves program objectives by preparing an annual budget, scheduling expenditures, analyzing variances, initiating corrective action, and provides short and long range planning.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Supervises staff, drivers and volunteers.
- Updates and maintains program records, including bag contents, weights, commodity reports, meals served, inventory records, facilities and program records for vehicle fleet and forklifts, composting and other food spoils disposal systems, maintenance logs and other department records.
- Coordinates with Office Manager for the efficient management and oversight of weekly brown bag deliveries and routes.

- Assists with the coordination of three annual public luncheon events.
- Attends staff meetings.

#### Education

- BA/BS degree and/or 2-3 years equivalent experience in agriculture, nutrition, culinary, business, nonprofits, or related field.

#### Skills & Qualifications

- Demonstrated knowledge of principles and practices of operating a food acquisition and distribution facility.
- Requisite knowledge and training to promote and teach safety in the workplace, including safe movement of materials with forklifts and pallet jack, and operation of trucks and other vehicles.
- Outstanding interpersonal skills to establish and maintain relationships with clients, vendors, donors, staff, volunteers and other professional colleagues, and to occasionally represent the organization at events, business fairs and other public relations functions.
- Excellent oral and written communication skills to interact with, advise, consult and communicate with diverse individuals and groups.
- Demonstrated computer competency, including proficiency with Microsoft Office Suite (Word, Excel, Outlook) and Filemaker Pro.
- Bilingual and bicultural (English/Spanish) a plus.

#### Special Conditions of Employment

- Requisite experience, training and certification for the safe operation of a forklift.
- Strong working knowledge of state and federal regulatory requirements pertaining to occupational safety and health.
- Selected candidate will be required to pass a criminal history background check.
- Must have access to a motor vehicle, valid auto insurance coverage, valid California Driver's License and a satisfactory driving record for occasional driving on the job.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level, and using fine finger movements with manual dexterity.

To apply, please mail your resume with cover letter and salary requirements to [info@greybears.org](mailto:info@greybears.org), or send to: Attention: Executive Director, Grey Bears, 2710 Chanticleer Ave, Santa Cruz CA 95065. For more information on our organization, mission and programs visit [www.greybears.org](http://www.greybears.org).

Grey Bears is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.