**Food Program Outreach Specialist Vista Job Description**

Newcap is seeking a Food Program Outreach Specialist who will create an outreach program which will strengthen and develop Newcap’s relationships with food pantries and food programs within Newcap’s 10 county service area. This program will have three primary functions:

1. Create a volunteer recruitment and training program for Newcap’s food pantries that will be shared with our partner food pantries as a resource guide.
2. Create a supportive services and educational program for volunteers and employees of our partner food pantries that will help them provide better service to clients. Pantry coordinators and volunteers will gain an understanding of Newcap’s services, how and when they should be referred to Newcap, and provide a system for Newcap to track clients served at each location.
3. Develop a data collection system to track the effectiveness of the program.

**Program Manager Responsibilities**

* Develop referral relationships with community food partners.
* Design educational tools for community partners to better understand Newcap’s service offerings.
* Assess the needs of the local pantries to determine what support they need.
* Create a volunteer management program for Newcap’s pantries and share the program with community partners.
* Creating and managing long-term goals.
* Developing a budget and operating plan for the program.
* Developing an evaluation method to assess program strengths and identify areas for improvement.
* Writing program funding proposals and submitting all required reports.
* Managing a volunteer team with a diverse array of talents and responsibilities.
* Ensuring goals are met in areas including grant required outcomes, client satisfaction, safety, quality and team member performance.
* Analyzing program risks.
* Working on strategy with the marketing team.

**Program Manager Requirements**

* Bachelor’s degree or working toward a bachelor’s degree in business, social work, or related field
* Experience working in teams and leading teams of volunteers.
* Coachable
* Leadership experience
* Experience using computers for a variety of tasks.
* Competency in Microsoft applications including Word, Excel, and Outlook.
* Excellent presentation skills
* Skilled at conflict resolution
* Understands fundamentals of project management.
* Proven time management experience.