

## **Community Programs Manager**

### **Wayside Food Programs, Portland, Maine**

This position is responsible for managing and overseeing the sharing of food through, and ensuring the success of, two Wayside programs: Community Meals Program and Commodity Supplemental Food Program (CSFP).

Through both programs, Wayside partners with community centers, places of worship, and community service organizations to share food with community members in welcoming, engaging, and safe environments. The Community Meals Program provides free nutritious meals weekly for community members in Greater Portland and CSFP provides supplemental groceries monthly for residents who are 60 years or older in Cumberland, Oxford, and York Counties.

The Community Programs Manager is a 32 hour/week position. Responsibilities include overall program development, operations, and management including working with existing partners to strengthen overall program objectives; working with partners and volunteers to make sure sites are meeting Wayside standards and that partners and volunteers are trained and informed; oversee reporting requirements; assist partner sites with outreach and marketing. This position is a combination of administrative duties and fieldwork.

To learn more about Wayside & our values, please visit our website [www.waysidemaine.org](http://www.waysidemaine.org)

#### **Responsibilities Include:**

- Attending meals and CSFP distribution sites on a rotating basis as needed to provide in-person support and a Wayside presence
- Working with team members at Wayside, Good Shepherd Food Bank, and partner sites to coordinate deliveries & distributions
- Being the primary contact person to field any questions, concerns or requests from partners, volunteers, and program participants
- Creating an outreach plan to expand existing programming and for continued development of cultivating new partners and sites

- Coordinating extra projects and ancillary services such as recipe handouts, holiday cards, relevant information for program participants, blood pressure readings, and SNAP cooking classes
- Ensuring data is being collected by partners and volunteers as required
- Ensuring that food handling standards and Wayside values are being adhered to at all partner sites
- Participating in other Wayside staff driven events and meetings as needed

### **Skills & Qualifications Include:**

- General knowledge of food preparation, food handling standards, and service and/or nutritional health
- Experience working with and communicating with people from a wide range of socio economic, cultural and mental health backgrounds
- Excellent oral, written, and interpersonal skills
- Ability to visualize and create tactful relationships and meaningful partnerships
- Excellent at organization, time management, and managing many moving parts
- Ability to work independently and as a team
- Ability to adhere to a changing schedule
- Excellent driving record
- The ability to lift heavy items, assist with meal setups and breakdowns as needed

### **Program Knowledge:**

- General understanding of Microsoft Excel & Sharepoint helpful

*Wayside's work culture includes creative decision making, flexibility, teamwork, respect, open communication, and inclusiveness. We encourage a healthy life/work balance that supports creative and intellectual growth and professional development.*

### **How to Apply**

Email a cover letter, resume, and three references (name, contact information, and relationship) by Friday, March 18 to [mzwolinski@waysidemaine.org](mailto:mzwolinski@waysidemaine.org)

Location: Portland, Maine

Compensation: \$19.25/hr \$500 signing bonus after 3 months

This is a full-time job with benefits including generous PTO, health and dental insurance, and an employer-matched retirement account.

Wayside Food Programs is a 501c3 non-profit organization.