

Food Access Manager (Lake City)

- Location: 12736 33rd Ave NE, Seattle, WA 98125
- FLSA Status: Exempt
- Salary: \$66,000 - \$72,000
- Benefits: Full medical, dental, and vision for employees, Employee Assistance Program, 24 PTO days, 3% matching retirement plan, Orca card, and eligible for a sabbatical after 5 years of service.
- Reports To: Food Access Director

Description of Organization:

North Helpline works to make sure our neighbors have food on their tables and a roof over their heads. We do this by partnering with our neighbors to help build a community for all. North Helpline strives to provide services that are both accessible to and relevant for the wide cultural and demographic diversity reflected in our community. North Helpline's Food programs provide substantial food resources to approximately 1,400 unique households (comprised of more than 3,500 individuals) in and around North Seattle/King County.

About the Position:

Develop and manage food access programs including Home Delivery, Lake City Food Bank, and Grocery Rescue at Lake City. This position is critical for equipping and supporting staff (and by extension, many, many volunteers!) to complete distributions of food at our Lake City location as well as through our home grocery delivery program.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Manage the Home Delivery, and Lake City Food Bank Programs
- Partner with the Food Access Manager at Bitter Lake to ensure similar food bank programs are offered at both sites
- Supervise program staff.
- Oversee program deliverables.
- Identify, build, and/or maintain strong relationships with neighbors, staff, volunteers, community partners, and potential donors.
- Develop well-defined outcomes, meaningful metrics, and program accountability by developing and maintaining enhanced quality management systems
- Monitor implementation of grants.
- Monitor funding and data collection of all program-related reporting and documentation.
- Maintain fiscal and contractual compliance with grants and other funding sources
- Develop and monitor contracts and community partnerships that enhance the services provided.
- Assist in the development of, and responsible for monitoring program budget and related expenditures.

Working to make sure our neighbors have food on their tables and a roof over their heads.

Locations in Lake City and Bitter Lake

Position Requirements:

Supervisory Skills

This position directly supervises up to 3 staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; monitoring performance; rewarding and disciplining employees; and addressing complaints and resolving problems. At least one year of supervisory experience strongly preferred.

Education

High School or equivalent and 3 years of experience in human services or related experience and/or training; or equivalent combination of education and experience.

Skills

To perform this job successfully, the following skills and qualities are needed

- Professionally interact with Volunteers, neighbors, contributors, government employees, elected officials, and other personnel in a culturally diverse environment
- Demonstrated a lived commitment to apply racial, gender and economic justice lenses in both personal and workplace contexts
- Intermediate computer skills in Microsoft and Google suite of tools
- Strong problem-solving skills, with experience building equitable, human-centered processes and finding creative solutions to balance competing priorities
- Able to multi-task in a random, busy, and dynamic work environment
- Proficient in using technology as a management and reporting tool
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for North Helpline's mission
- Driver's License and ability to drive full sized vans
- Strong de-escalation skills working with a diverse population

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to lift and/or move up to 30 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is regularly required to stand for long periods; walk; use hands to handle, or feel; balance; bend and reach with hands and arms; and talk or hear. Occasionally required to climb ladders, sit, stoop, kneel, squat, crouch, or crawl.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this

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job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment varies.

Hiring Process / Timeline

- To apply please email your resume and cover letter to search@northhelpline.org.
- We will read your cover letter first; it's important for us to understand if this is the right fit for you. In your cover letter, please be sure to tell us why you are interested in this job and working at North Helpline
- We will review applications on a rolling basis until the position is filled.
- Candidates from non-traditional nonprofit backgrounds are encouraged to apply. Please address how your experience and skills relate to the requirements of this position in your cover letter.

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