



Job Description

Job Title:	Programs Specialist
Classification:	Full-Time, Non-Exempt (Hybrid to Remote Work Schedule Available)
Department:	Programs & Partnerships
Reports To:	Programs & Partnerships Manager
Location:	Prefer South Central Idaho
Apply:	https://idahofoodbank.org/about/employment/

Job Summary:

The Programs Specialist plays a pivotal role in cultivating impactful relationships and driving the success of multiple hunger-relief programs within the Programs & Partnerships Department. This multifaceted position involves engaging external groups, fostering buy-in, and securing long-term support to amplify programmatic outcomes. The Specialist also oversees the maintenance and development of The Idaho Foodbank's Partner network, ensuring alignment with organizational goals and objectives. Success in this role hinges on the ability to excel in relationship-building and delivering outstanding customer service across all aspects, both internally and externally, ultimately contributing to our mission of creating a hunger-free Idaho.

Principle Duties and Responsibilities:

- Cultivates Partnerships with local nonprofits and other organizations to distribute food throughout Idaho.
- Demonstrates leadership in Partner engagement and relationship management.
- Acts as a resource and liaison between The Idaho Foodbank and its Partners, fostering collaborative relationships.
- Supports ongoing nutrition education activities for Partners and participating Neighbors.
- Explores and investigates new initiatives to address evolving needs of target populations.
- Assists new and existing Partners with compliance efforts for assigned programs.
- Works with the Programs & Partnerships Manager to develop strategies to acquire and retain Partners that meet The Idaho Foodbank's mission and strategic goals.
- Executes timely reporting of programmatic activities to the Director of Programs & Partnerships.
- Ensures adequate Partner records are maintained - including compiling distribution statistics and trends in service delivery efforts.

Other Responsibilities:

- Demonstrates a commitment to The Idaho Foodbank's mission and vision to a hunger-free Idaho.
- Supports a culture of continuous improvement by identifying and communicating process improvements.
- Displays a desire to work with food insecure populations using a compassionate, collaborative, and respectful approach.

Other Job Requirements:

- Occasional travel required within the Magic Valley (South Central Idaho).
- Must be able to provide an acceptable Motor Vehicle Record to meet insurance eligibility requirements.
- Have a valid Driver's License and access to an automobile with current auto insurance.

Qualifications:

- Preferred education and/or experience in nonprofit organizations or human services.
- Experience and commitment to working with diverse and low-income populations.
- Demonstrated experience in effectively engaging diverse stakeholders to achieve programmatic goals.
- Proficiency in Microsoft Office products.
- Excellent verbal and written communication skills, including comfortability speaking to large groups.
- Ability to work within minimal supervision, organize work independently, and meet deadlines via efficient time management.
- Exhibit high standards of professional ethics and conduct.

Working Conditions

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 30 pounds. May work outside normal working hours and drive own vehicle for various projects at certain times throughout the year.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.