

# Opportunity to Join our Team: PROGRAMS MANAGER



## **Overview:**

The Glen House Food Pantry is seeking a highly motivated, organized, creative individual to serve as Programs Manager. This part-time staff member will oversee and manage the Pantry's programs to provide essential groceries distributed outside the Pantry to low-income neighbors in DuPage County. The majority of programs are run in partnership with external nonprofit community partners. Responsibilities include ensuring all logistics and volunteers are in place, working within designated budget and maintaining all paperwork and records related to each program. This staff member will also collaborate with the Pantry board to develop new Programs. For more information about Glen House Food Pantry, please visit [www.GlenHouseFoodPantry.org](http://www.GlenHouseFoodPantry.org)

## **Employment Status**

- Part-time; average 20-25 hours per week
- Will include occasional evenings and possible weekends

## **Responsibilities**

### **Program Management**

- Collaborate with community partners on services, evaluation, and future growth opportunities for current programs; for example:
  - SnackPack – snacks delivered through schools for low-income children in partnership with Kiwanis
  - Care Center – monthly mobile pantry for refugee families at Glen Ellyn Bible Church
- Develop new programs and partnerships to advance the Pantry's mission and meet community needs.
- Regularly work with Pantry leaders to survey clients and community partners to determine program effectiveness, assess if needs are being met and pursue new opportunities for Programs as they arise.
- Contribute to marketing of Pantry programs to secure more awareness, funding, partners, opportunities.

### **Volunteer Management**

- Maintain, engage, and expand volunteer pool to supply staffing for all aspects of the Programs that require it and assist with volunteer scheduling, training and responsibilities.
- Supervise data entry of volunteer registrations and volunteer hours in volunteer database, Volgistics.

### **Supply Management**

- Work with Pantry team to acquire necessary groceries and other supplies, through purchases and donations.
- Develop efficiencies for procurement, inventory control and grocery distribution for Pantry programs.

## **Qualifications:**

- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Prior experience at a nonprofit, experience with project management and proficiency in Spanish all pluses.
- Proficiency in Microsoft Office, particularly Excel, and online databases.
- Minimum undergraduate degree.
- Minimum 5 years employment experience in related field.

## **To Apply:**

Submit resume and cover letter by April 4, 2024, to:

[Director@GlenHouseFoodPantry.org](mailto:Director@GlenHouseFoodPantry.org); Glen House Food Pantry, 55 N. Park Blvd., Glen Ellyn, IL 60137