



## **Program Specialist: Okaloosa ( spend 50% of time in Destin Location or supporting Okaloosa Services )**

### **ORGANIZATION OVERVIEW:**

Food For Thought is a 501(c)(3) nonprofit organization based in Florida, serving Walton and Okaloosa Counties. Our mission is to combat child hunger through five year-round programs designed to mitigate the negative effects of food insecurity on children in grades K-12.

We aim to support children's development and educational experiences by bridging the gap between school meals during weekends, summer, and holiday breaks. Additionally, we provide learning resources and life skills through the Emeril Lagasse Full-Circle Kitchen.

Since 2010, Food For Thought has been dedicated to fighting child hunger and currently serves 36 schools in Walton and Okaloosa Counties. Our programs reach over 3,600 students each week through our backpack services and classes at the Emeril Lagasse Full-Circle Kitchen.

### **POSITION OVERVIEW:**

Program Specialists are essential to our daily program activities and serve as enthusiastic ambassadors for our initiatives. They provide year-round continuity across our full range of services by applying their organizational knowledge and understanding of our standard operating procedures.

A Program Specialist will spend at least 50% of their time on-site, working directly with our volunteers in our pantry locations. They will operate in the field, supporting the full scope of our services. Program employees are expected to consistently demonstrate a strong commitment to our organizational standards and best practices. To be effective in their roles, Program Specialists must develop a deep understanding of the organization's history, culture, and mission.

As a team member of Food For Thought Outreach, we work together to fight childhood hunger in our community. Our Mission comes before all other tasks and duties. Team members are advocates and representatives of our work and hold a shared passion for the Mission and Values of our Organization. Growth and Change are to be expected and welcomed in this work and will bring an ever-changing landscape for the team. As a small team member, we are all expected to share in the work, from the day-to-day tasks to high-level strategy.

### **KNOWLEDGE AND SKILLS:**

- Highly adaptable
- Experience with critical thinking and problem-solving in a professional environment
- Strong in-person and written communication skills. Comfortable talking with small groups of people.
- Strong organizational skills and personal time management
- Experience with Google Suites and willingness to learn new software programs
- Enjoy working with a team in a culture of high-performance expectations
- Enjoy working with volunteers of all ages and small and large groups
- Passion for our mission and commitment to the work required to deliver our program services.
- Willingness to work in a variety of settings, including an office environment, pantry/warehouse, and in the field, providing services

### **ESSENTIAL FUNCTIONS:**

- On-site and in the field leader of program execution year-round
- Leads packing shifts with volunteer groups

- Works with volunteers in the field, providing services
- Provides consistent volunteer experiences that uphold the mission, vision, and values of the organization
- Upholds program standards across all services
- Upholds standard operating procedures
- Protects the program services and organizational resources
- Upholds pantry standards weekly
- Maintains accurate, shared information in the drive
- Schedules volunteers for support shifts and special programs
- Proactive communication of needs to the supervisor
- Share wins and opportunities with the supervisor
- Swiftly communicate incidents or issues to the supervisor
- Works with the team and volunteers to maintain the pantry, inventory, and cleaning standards
- Demonstrates program culture with a deep understanding of organizational history, purpose, mission, and operating standards
- Infuses awareness of organizational activities, needs, and programs with volunteers and partners, both internal and external
- Contributes to team effort by accomplishing related tasks as needed

#### **SCHEDULE AND AVAILABILITY:**

Employees may be required to attend events and/or be available to work days, nights, weekends, and holidays to meet the needs of the Organization. Employees may be required to work in a variety of locations to provide services throughout the year. This full-time, hourly role should expect to work an average of 32-40 hours per week with a schedule that is created to meet the needs of the programs.

#### **CONDITIONS OF WORK:**

While performing the duties of this position, the employee may be exposed to the elements, including wet and/or humid conditions, extreme heat, and rain. This position requires travel within the service areas of the organization and requires the employee to regularly drive a company vehicle. Employees are frequently required to climb, sit, reach, stoop, kneel, crouch, or crawl. Employees must regularly lift and/or move up to 40 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This Job Description represents an overview of the responsibilities for the above-referenced position. It is not intended to represent a comprehensive list of responsibilities. An employee should perform all duties as assigned by management.