



Organization: Dare to Care Food Bank
Job Title: Programs Coordinator
Location: Louisville, Kentucky
Classification: Full Time – 40 hours a week

Position Description: Dare to Care seeks a Programs Coordinator. This person will advance Dare to Care's mission by supporting the Programs team to bring programs to a higher level of excellence. The ideal candidate is energetic, mission-driven, comfortable with technology, and exhibits excellent interpersonal and communication skills. Bi-lingual is not required but preferred.

The Programs Coordinator reports to the Youth Services Director.

Primary Responsibilities:

- Assist Youth Services Director in overseeing and maintaining current programs (Backpack, Summer Food Service, At-Risk after School programs, School Pantry, Prescriptive Pantry).
- Compliance Monitoring and Reporting: Monitor partners to ensure adherence to all compliance requirements including food safety, program regulation and application process. Ensure partners report correct and accurate information through monthly reports and follow-up with partners who do not meet deadlines.
- Maintain a strong connection with partners through regular communication including phone calls, emails and site visits.
- Partner Capacity Building & Education: Conduct orientation with new partners and site contacts; maintain training records and files; update training materials as needed; schedule and perform food safety and other specific training sessions as needed; assist in review and update of partner capacity materials including, but not limited to, handbooks, standard operating procedures, application and monitoring forms.

Qualifications:

- Associate degree or higher from an accredited institution and a minimum of 2 years program coordination experience.
- Excellent computer skills and a high comfort level with technology; must be computer proficient in Microsoft Office Suite and basic data management.
- Comfortable interacting with diverse people with diverse backgrounds.
- Clearance to work with children - includes background check.
- Strong communications skills, both written and verbal, with comfort and ability to speak publicly.
- Strong ability to ensure policies and guidelines are met.
- Ability to manage time efficiently and to work independently with minimum supervision.
- Ability to take initiative and see projects through from start to finish.
- Ability to work cooperatively with other staff, volunteers, and agency personnel.
- Experience and comfort with training and teaching others.

- Ability to work under pressure in a fast-paced environment with multiple deadlines and responsibilities, while simultaneously maintaining composure and ensuring excellent customer service.
- Attention to detail, accuracy, and deadlines.
- Strong grammar, spelling, and math skills.
- Possession of a current and valid, driver's license, liability insurance and a clean driving record. Must have access to reliable transportation.
- Ability to work a flexible schedule.
- Ability to plan, organize, prioritize and coordinate multiple projects
- Have high integrity and moral character, supporting the mission, philosophy, values, and policies of Dare to Care Food Bank