



POSITION TITLE: Children's Programs Coordinator
DEPARTMENT: Partner Services
REPORTS TO: Agency Relations + Programs Manager
CLASSIFICATION: Exempt, Full-time

POSITION SUMMARY

The primary objective of the Feeding South Florida (FSF) Children's Programs Coordinator (CPC) position is to assist with the management and expansion of current FSF children's programs and assist with the creation and implementation of new ones. Support of programs includes the stabilization, expansion, and execution of current children's programs, as well as learning the client services side of programs. Outreach and grant management and reporting are associated with programs, as is a general understanding of policy, federal and state guidelines for the support of special populations. This position works closely with all areas of the Community Relations department, including development, communications, and distribution.

ESSENTIAL FUNCTIONS

1. Coordinate Children's Programs including site and relationship management, paperwork, reporting, and programmatic execution requirements.
2. Assist with the research, expansion, and implementation of new programs under the supervision of the Executive Vice President and Manager.
3. Learn local, state, federal, and other policies impacting special populations such as children and older adults. This includes knowledge of current and proposed legislation and government reimbursement programs.
4. Serve as liaison between partner sites, government entities, and anyone involved with the implementation of FSF programs. This includes coordinating with school districts, child advocates, and others involved with providing service to underserved populations.
5. Provides reporting and documentation assistance to partner sites to ensure the accurate and timely reporting of attendance, product counts, etc. Maintain all qualifying paperwork of partner sites.
6. Conduct outreach initiatives to engage new partners, while coordinating with the Partner Services team to bring on new sites including training and compliance with all FSF and other policies and procedures.
7. Provide excellent customer service and communication to partner sites including a timely response to phone calls and emails.
8. Represent FSF as necessary at events and meetings, including but not limited to distributions.
9. Regular surveying of sites to assess product and program satisfaction and efficacy. This includes the creation, collection and analysis of survey results.
10. Assist management as needed.

QUALIFICATIONS

- Bachelor's Degree
- At least two years of programs coordination experience
- Clearance to work with children - includes fingerprinting and background check
- Sensitivity to diverse populations with the ability to serve people in a compassionate, patient, friendly, and courteous manner, showing sincere interest in people's concerns.
- Strong communications skills, both written and verbal, with comfort and ability to speak publicly.
- 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.
- Experience and comfort leading and supervising 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 moral compass including the ability to exercise good judgment and discretion, including a demonstrated impartiality to certain organizations, agencies, groups, or individuals.
- Strong computer skills with proficiency in Microsoft Office.
- Strong grammar, spelling, and math skills
- Positive attitude, flexibility, and good sense of humor
- Possession of a current and valid, Florida's driver's license, liability insurance and a clean driving record. Must have access to reliable transportation.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Based on OSHA Standards Lifting requirements are 50lbs and when lifting loads heavier than 50lbs, use two or more people to lift the load.
- This position works in a typical office setting. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use.
- After business hours work is required occasionally throughout the year.
- Frequent travel between quad-county areas using personal vehicle is required.
- Occasional same day, out of town travel for meeting, conferences and special events
- Occasional overnight, out of town travel for meetings and conferences
- Involves activities in both office and warehouse environments with exposure to the climate and South Florida weather.
- The noise level in the work environment is usually moderate to loud.

Interested and qualified candidates should e-mail their resume and salary requirements to careers@feedingsouthflorida.org. No phone calls please.