

## **Program Coordinator (hourly) - 10 hours/week with a maximum of 44 hours/month**

The Parktown Food Hub is a leader in food security and community building in Durham, NC. We value dignity and quality in all facets of our organization. Our Program Coordinator will work closely with our team to ensure all Hub activities run smoothly. The Program Coordinator is a self-directed, flexible, and detail-oriented individual with the ability to cultivate and maintain positive rapport with peers, clients, volunteers, and community partners. They work closely with a diverse group of individuals in a compassionate manner. The position is primarily on Mondays and Thursdays with some Wednesdays or Saturdays, with a schedule to be jointly determined monthly by the Program Coordinator and Executive Director. The Program Coordinator will report to the Executive Director.

### **Knowledge, Skills, and Professional Competencies**

- High School diploma or equivalent
- Valid North Carolina driver's license
- Ability to work with a diverse group of individuals in a compassionate manner
- Excellent social media skills
- Basic knowledge of Google Workspace
- Strong verbal and written communication skills and a pleasant, courteous and professional manner
- Good attention to detail
- Ability to organize, multitask, prioritize and work under pressure
- Capacity to be organized in a dynamic environment with mostly volunteer staffing
- Willingness to be flexible and take on challenges/duties as they arise
- Reliable transportation to and from the Parktown Food Hub
- Recognizes diversity in gender, race, culture, and other differences and actively seeks perspectives and an understanding of differences that support a healthy and vibrant organization

### **Duties and Responsibilities:**

- Supervise volunteers in a variety of activities on Mondays in preparation for a food distribution. Examples include overseeing experienced volunteers who are sorting and packing food items, recording refrigerator and freezer temperatures, restocking food shelves, and cleaning the rooms/floors.
- Coordinate and run the Thursday food distribution. Duties include communicating with the Food Bank of Central and Eastern NC, overseeing volunteers who have varying levels of experience, making quick decisions as needed and fielding questions/concerns as arise, and working with community partners to fulfill food needs and handle leftovers.
- Perform other duties as agreed upon with the Executive Director.

### **Physical/Environmental Demands:**

This position varies among desk work, Food Hub pantry work, and other indoor and outdoor activities. The job includes serving as the back up van driver to collect and unload large food donations from our partners as well as running other errands. The ability to lift up to 50 pounds, bend, twist and kneel is desirable.

### **Application Materials Required:**

- Letter of interest
- Resume
- Three professional references

**Date to Apply/Address for Submission:**

Submit application to [parktownhub@gmail.com](mailto:parktownhub@gmail.com), with “**PROGRAM COORDINATOR APPLICATION**” in the subject line. Applications must be submitted by email. Complete packets only, please.

The position will be open and applications accepted until filled.

For questions about the position or application process, call Pastor Sharon Schulze at 984-484-8475. Applicants may request accommodations needed to participate in the application and selection process. The Parktown Food Hub will make requested accommodations if possible. The Parktown Food Hub does not discriminate on the basis of race, color, religion, sex (including pregnancy), age, marital status, sexual orientation, gender identity, national origin, creed, citizenship status, disability, veteran status, or any other classification protected by applicable discrimination laws or Parktown Food Hub policy and values.