



Job Description for Mobile Pantry Program Manager

Job Title: Mobile Pantry Program Manager

Department: Operations

Reports To: Senior Manager of Programs

Supervises: Mobile Pantry Coordinators

Job Type: Full-time

Employment Classification: Exempt

Position Overview:

Manages all aspects of Second Harvest's Mobile Pantry Program to ensure the effective, efficient, and equitable distribution of food to the at-risk of hunger across our 18-county service area. The Mobile Pantry Program Manager works with food bank staff across all departments to create efficiencies in Mobile Pantry inventory, develop program messaging, and engage new and existing Mobile Pantry partners.

Duties and Responsibilities:

- Increase the distribution capacity of the Mobile Pantry program in all 18 counties. Effectively manage Mobile Pantry staff.
- Populate and maintain the Mobile Pantry Calendar.
- Communicate through planning and reporting processes with local partners and/or distribution site representatives to ensure Mobile Pantry's are of maximum benefit to the communities they serve and can be run safely.
- Work to acquire new distribution locations across all 18 SHFB of ETN counties, to include partner representative(s), distribution site(s), and volunteer base.
- Attend Mobile Pantry distributions in support of all on-site activities.
- Work with the Development team in all Mobile Pantry Program funding matters, including grant/sponsor relevance, request levels (if applicable), and reporting.
- Organize and communicate all Mobile Pantry program notices to the Marketing Department, including printed reminders and flyers, and program information for SHFB website Mobile Pantry calendar, and social media.
- Perform additional duties/projects assigned by supervisor.
- Assist with fundraising events as required.
- Maintain annual Mobile Pantry contracts (when applicable).

Applicant Characteristics:

- Detailed oriented, self-motivated with strong follow through skills.
 - Able to effectively communicate and interact with people with diverse backgrounds and experiences.
 - Able to task switch effectively and work in a fast-paced environment.
 - Willing to educate yourself with information to effectively guide food bank partners.
 - Able to work with minimal supervision using independent judgment for decision-making.
 - Obtain a clear understanding of and positively represent the mission of Second Harvest Food Bank.
-

Qualifications and requirements:

- Bachelor's Degree or equivalent experience
 - Customer service skills
 - Excellent written, oral, and interpersonal communication skills
 - Strong computer experience and familiarity with Microsoft products such as Word, Excel, PowerPoint
 - Statistical calculation skills
 - Must have a valid driver's license
 - Must have or be willing to obtain an "F" endorsement
-

Working Conditions:

- **Work Environment:** Office/Local travel
 - **Work Schedule:** Monday through Friday 7:30 am -4:00 pm
-

Compensation and Benefits:

- **Salary:** Competitive based on experience.
 - **Benefits Package:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Simple IRA Retirement Plan, Paid Leave, and Wellness Days off.
-

Equal Employment Opportunity Statement:

Second Harvest Food Bank of East Tennessee is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Drug-Free Workplace:

We are committed to maintaining a drug-free workplace. This policy ensures a safe, healthy, and productive work environment for all employees.

This job description does not encompass all the duties of the role. Supervisors or managers may assign additional tasks as needed. The job description can be revised at any time and is not a contract for employment, nor does it alter the at-will employment status with Second Harvest Food Bank of East TN. Both Second Harvest Food Bank of East TN and the employee have the right to terminate employment at any time for any reason.

I have read and understand the above job description.

Employee Signature: _____ Date: _____