



JOB POSTING

Project Manager

ABOUT US

Inter-Faith Food Shuttle envisions a hunger-free community. We feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 14 million pounds of food per year, 47% of which is fresh produce. From Grocery Bags for Seniors, BackPack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Project Manager facilitates the work of the CAO while providing adept data-centric, strategic, technological, and managerial support to other members of the CAO's leadership team. The Project Manager represents the CAO and organization at all levels internally and externally. Work requires independent judgement and initiative on assignments that are time sensitive.

DUTIES AND RESPONSIBILITIES

- Analyze and compile data related to organizational goals and the decision-making needs of the CAO and members of the leadership team.
- Assist CAO with project management scheduling, monitoring, and task tracking.
- Maintain project plans, budgets, and progress reports.
- Manage communication between project teams, vendors, and stakeholders.
- Organize and facilitate meetings, including agendas and minutes.
- Monitor risks, issues, and changes, escalating as necessary.
- Produce accurate project documentation and ensure compliance with standards.
- Support resource allocation and project planning.
- Serve as the point of contact between the CAO and internal/external clients.
- Undertake secondary IT responsibilities across the organization.
- Oversee meeting schedules, prepare materials, and background documents for meetings, coordinate CAO's calendar.
- Prepare and present materials to CAO for key external and internal meetings.
- Plan meetings by compiling agendas, managing coordination and materials, inviting guests, and taking notes.
- Provide project management for internal and external projects of the CAO's team, including managing systems and process improvement strategies.

- Support monthly CAO team meetings, including scheduling, preparation of materials, and arranging off-site locations, as necessary.
- Proven experience in project management as well as data analysis and literacy.
- Strong leadership, communication, negotiation, and conflict resolution skills.
- Ability to manage complex, multi-disciplinary projects.
- Proficiency in project management tools and methodologies.
- Strategic thinking and problem-solving abilities.
- Work evenings and weekends, as necessary.

QUALIFICATIONS

- Bachelor's degree required; master's degree preferred.
- 3+ years of experience providing high-level project management support to senior/executive leadership teams.
- Full comprehension of office management systems and procedures.
- Exceptional knowledge of MS Office.
- Advanced planning and time management skills.
- Ability to multi-task and prioritize daily workload.
- High-level verbal and written communications skills.
- Demonstrate the highest level of discretion and confidentiality.

CORE COMPETENCIES

- Ability to accomplish day-to-day tasks and long-term goals and to identify needs appropriate to the role and fill them.
- Ability to communicate with strong oral skills in an easily understood and tactful manner to multiple audiences.
- Demonstrated editing and writing and ability to distill messages and communicate clearly in writing to multiple audiences.
- Superior attention to detail, and appreciation for the big picture.
- Ability to collaborate with people from all backgrounds and with varying skill sets.
- Creativity and innovation to solve problems and overcome obstacles.
- Solid reasoning abilities and sound judgment.
- Commitment to maintain absolute confidentiality of meetings and documents.
- Able to manage multiple tasks concurrently and organize and prioritize work.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
- Committed to equity, inclusion, and social justice in driving team and organizational results.
- Knowledge and/or exposure to food banking a plus.
- Develop and conduct an efficient documentation and filing system.

WORKING CONDITIONS

Work performed in an office environment, mostly at computer. Some evening and weekend hours as needed. Eligible for one remote day per week after successfully completing introductory period

PHYSICAL REQUIREMENTS

Able to sit and work at a computer for up to 8 hours a day. Must be able to lift 20 pounds.

DIRECT REPORTS

None

EEO and Everify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS Pay Rate: \$58,500-\$62,500 annually, based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays annually.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.