



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Assistant Program Director

Department: Catholic Parish Outreach (CPO) Food Pantry

Reports To (Title): Program Director, CPO Food Pantry

Work Schedule: M – F Hours: 8 to 4 Other: _____

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only) Exempt Non-exempt

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

A full-time position managing high quality direct food and clothing services to families with a focus on managing logistics in the warehouse and food pack areas. Will be required to maintain food inventory and manage distribution (2.6+ million pounds food / year) and food area budget (approximately \$280,000 / year). Oversee storage / safe handling procedures for food in accordance with standards set by agreements with the Food Bank of Central & Eastern NC (FBCENC) and the Interfaith Food Shuttle (IFFS). Position will lead volunteers daily (20-25 volunteers) in conjunction with the Daily Food Lead volunteers (3-5) /Warehouse volunteers (2-5). Applicant MUST have excellent interpersonal skills, demonstrated ability to work effectively with a diversity of people from different ethnic backgrounds, skill sets and ages. Should demonstrate strong customer service, volunteer coordination and project management. Organizational skills are a must.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Day to Day Food Operations

- Establish food menus that meet balanced nutritional food requirements as well as meeting budgetary constraints
- Formulate the TEFAP (The Emergency Food Assistance Program) menus and oversee distribution in accordance to USDA standards
- Oversee processing of donations / storage (maintain proper rotation) / distribution of food to minimize waste
- Assist leads and warehouse volunteers in their duties to ensure smooth daily operations
- Operate forklift, truck and pallet jacks as needed

50.00

Duties and Responsibilities *continued from page 1*

<p>Administrative</p> <ul style="list-style-type: none">• Process / count monetary donations in preparation for deposit in Director's absence• Attend Catholic Charities staff meetings as determined by supervisor• Act in Director's stead handling any issues that may arise during any absences• Perform other duties associated with the general responsibilities of this position and/or assigned by supervisor	10.00
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<p>Strategic</p> <ul style="list-style-type: none">• Manage year-end inventory• Recruit / Train volunteers to act as Food Area Leads and Warehouse Staff• Lead a yearly Food Area Leads meeting for process improvements• Create / Publish a quarterly newsletter for Food Area Leads and Warehouse volunteers• Perform as a key committee team member during any CPO strategic planning sessions• Assist other Catholic Charities programs and regional offices as needed	15.00
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<p>Fundraising</p> <ul style="list-style-type: none">• Work on the Resource Committee to maintain CPO fundraising efforts• Assist in production of and update marketing materials as needed	15.00
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<p>Community Outreach</p> <ul style="list-style-type: none">• Work with other agencies to ensure any items not usable by CPO are re-allocated to the community• Coordinate with Catholic Churches to manage food drives / calendar of food drive dates (approx. 100,000 pounds / year)• Represent CPO in public speaking engagements and meetings as needed• Act as a committee member for the yearly Raleigh CROP Walk event• Work with community agencies, groups and organizations to coordinate services to clients such as food drives, diaper drives and monetary collections	10.00
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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: _____

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: _____ Years of experience: _____

Qualifications

- Knowledge of and commitment to Catholic teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid N.C. Driver's License and a vehicle in working order for business use
- Ability to drive box truck
- Authorized to work in the U.S.
- Must possess good written and oral communication skills
- Demonstrate a working proficiency of Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Be detail oriented and able to multi-task
- Must be able to lift 50+ pounds
- Preferred: Bilingual in Spanish/English oral and written communications

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily office work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.