



Job Title:	Program Assistant	Job Category:	Hourly/Non-Exempt
Location:	Mosses, Alabama	Travel Required:	Yes
Compensation:	Negotiable	Position Type:	Full-time

JOB DESCRIPTION: The Program Assistant is responsible for the Good Shepherd Community Center (free) food shop and for all nutrition outreach programs of the Center, both those that are part of overall programming and those that are special events for community education. The Program Assistant manages the food shop when open and reports to the Director of the Good Shepherd Community Center and the Associate Chief Program Officer.

ROLES AND RESPONSIBILITIES:

- Good Shepherd Community Center Food Shop Management
 - Work with food banks, farmers, and donation sources to maintain food shop stock
 - Manage food shop client scheduling and participation
 - Conduct all food acquisition and shelf stocking functions
 - Maintain inventory system
 - Manage food shop process when open and deliver food to homebound elderly in Mosses
 - Deliver or coordinate delivery of monthly food bags to home bound elderly in Vredenburgh, AL
 - Manage volunteers assisting with food shop operations at all levels
- Nutrition Programming and Education
 - Develop concepts for and oversee initiatives for nutrition messaging and awareness on the part of food shop clients
 - Working with teachers, the Program Assistant and the Director, develop nutrition initiatives to be conducted through the New Possibilities Youth Program, The Academy, and regular adult programs
 - Serve as point of contact for Bosco Nutrition Center in Selma in the implementation of nutrition education and demonstration components of the overall nutrition plan
- Performance
 - Participate in Community Advisory Group meetings to ensure responsiveness to community needs and quality assessments
 - Develop and implement mechanisms for regular client satisfaction assessment
 - Develop and implement and annual service and quality improvement plan
 - Maintain Apricot system records and track and maintain records of inventory and demand
 - Other duties as assigned

Supervisory Duties

- Volunteers



KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings
- Understanding of the concepts of “ministry” in serving the disadvantaged
- Team-oriented approach to work and colleagues

SKILLS AND PREREQUISITES

- Mastery of all elements of Microsoft Office
- Experience with managing and maintaining inventory systems
- Experience working with volunteers
- Minimum of five years of experience working in an organization relying on product and inventory management, preferably having to do with food
- Customer-facing role in an organization
- Minimum high school diploma or equivalent; BA preferred
- Must be able to lift at least 50 pounds and be able to stand, bend, use fingers to grip, etc., as required by the nature of the job responsibilities

Email resume to missionsdirector@edmunditemissions.org or apply in person at 1002 Minter Ave, Selma, Alabama.