As a food bank, Feeding America West Michigan gathers and distributes food to relieve hunger and increase food security in West Michigan and the Upper Peninsula. This work aims to foster a community in which all neighbors are nourished and empowered within an equitable food system. By becoming a food banker, you can help make this vision a reality!

**Job opening:** Programs Specialist – Northwest Region

**Location:** Cadillac

**Requirements:**

* Good interpersonal relationship skills, including internal and external
* Strong attention to detail
* Outgoing and confident personality
* Some knowledge of warehouse operations
* Proficient computer skills – including full Microsoft Suite and Google programs
* Good organizational and math skills
* Commitment to the mission of the Organization
* Valid driver’s license
* Ability to lift at least 50 pounds on an occasional basis
* Ability/willingness to obtain a Manager Level ServSafe certification
* Bi-lingual candidate preferred

**Responsibilities:**

* Identify Potential New Partners – research and identify potential new sites in high need areas
* Monitoring Summer Feeding Sites, Existing and New – including site visits, compliance checks, annual paperwork, staff trainings, etc.
* Summer Feeding distributions- Food Delivery and Distribution – assist with delivering food when needed, oversee occasional distributions
* Mobile Pantry Outreach and Support – including identifying potential new sites in high need or gap areas, discussing program and it’s requirements, site visits, compliance checks, annual paperwork, staff trainings, etc.
* Review/Process New Program Account
* Administrative duties such as answering phones and messages
* Support Nutrition Education Initiatives in the Region
* Support with Evaluation of New and Existing Programs
* Participate in representing the Food Bank at various outside events, community meetings, boards, presentations, etc.
* Programs promotion such as events or outreach to help acquire new Mobile/Summer feeding partnerships
* Evening events may be required
* Some travel will be required

**Job Type:** Full-Time

**Schedule:** Monday through Friday; 8:00am-4:00pm

**Pay:** $17.00 Hourly

**Benefits:**

* 403b matching
* Company-provided life insurance and short/long term disability
* Paid vacation and holidays
* Access to affordable family health and/or dental insurance plan
* Gym membership reimbursement (up to $20/month)

**How to apply:** Apply online by **emailing your resume and cover letter** to ShayK@FeedWM.org or apply in person at 864 West River Center Drive, Comstock Park, MI 49321 between 8:30 a.m. and 3:30 p.m.

*It is the policy of Feeding America West Michigan to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. The food bank will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.*