



ProduceGood Community Orchard Program Lead

Position Summary: The CO Program Lead coordinates weekly produce recovery activities to meet organizational performance goals and success indicators with special attention to the technology skills required to manage growers, volunteers and feeding partners in order to schedule hundreds of food recovery events each year. The role will work independently and within a team to develop new functionality and to enhance efficiency, performance and output by increasing the organizational impact of high-value volunteers and other resources. Diligence, flexibility and a love of problem solving are critical to success and strong candidates will have experience working across multiple IT platforms. Those who apply must be vaccinated and willing to be boosted or vaccinated per current and future public health guidelines and recommendations.

Status: Full Time 35 hours, Exempt

Salary: \$46,000 annually with health insurance benefit (3 months) and flexible vacation time

Time: Sunday-Thursday, virtual and in-person meetings, site-based program work, time flexibility when remote

Jobs: Recruit, schedule and develop growers, volunteers and feeding partners

- Schedule, coordinate, equip, train and recognize volunteers through strong programming
- Partner with Engagement and Upcycler Leads to keep pace with org recovery event goals
- Grow new and maintain existing relationships with growers and feeding partners; ensure fulfillment
- Track and maintain inventory; organize, repair, and clean as-needed, oversee designated volunteers
- Communicate with volunteers/ leads (Pick Bosses and Market Bosses) to ensure protocols are followed
- Ensure program functionality and solicit the necessary feedback to make adjustments
- Lead quarterly trainings for Volunteer Bosses and others in cooperation with Program Team
- Capture data and present under the direction of the Upcycler Lead
- Report achievements at weekly Operations Meeting and support other areas as needed
- Drive PG's volunteer recognition program and deliver programming at the annual appreciation event
- Recruit and develop special and/or skilled volunteers according to Program Team input

Required Knowledge, Skills and Abilities:

- Bachelor's degree and/or relevant experience required
- Extreme attention to detail (you will not be content in this role if you cannot answer yes)
- Proven competency with Google Drive and/or MS One-drive apps and tools
- Strong Excel/Sheets skills with high IT comfort and proficiency across many tools
- Ability to function in and learn multiple technology platforms (*MailChimp, Kindful, VolHub, Wordpress, others*)
- Excellent oral and written communication skills in English (Spanish an asset) across all platforms
- Strong interpersonal relatability and experience coordinating groups (volunteers or others)
- Highly flexible and adaptable to change with demonstrated success as part of a team
- Confidence working steadily and independently with minimal supervision
- Curiosity and problem solving propensity to strengthen operations
- Able to lift 30 pounds, bend and stoop to meet physical job requirements (often outdoors)

How to Apply: send cover letter and resume to: info@producegood.org | Subject: CO Program Lead Inquiry