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## Food/Clothing Manager

### About the Organization:

FIBCO Family Services is a 501c3 non-profit organization that provides social services such as food boxes, clothing, housing, and health care information to residents of the Phoenix Metropolitan area. We partner with other community-focused organizations to deliver services throughout the valley primarily from our location on the campus of First Institutional Baptist Church in Phoenix, Arizona. Our mission is to meet the needs of the community by *providing people with knowledge, skills, and support to transform and empower lives.*

### Position Description:

The FIBCO Family Services Food/Clothing Manager is responsible for the management and implementation of the programs, which are served primarily through dedicated volunteers. The incumbent engages with the organization's volunteers, clients, and stakeholders. The Food/Clothing Manager will oversee all operational aspects of programs and will work closely with volunteers to execute program objectives and deliverables. This is a part-time position that reports to the FIBCO Family Services Executive Director. The Food/Clothing Manager must be able to work with confidential and sensitive information, have a strong commitment to FIBCO's mission, and display ethical behavior.

### Responsibilities:

#### *Volunteer Program Oversight:*

- Oversee duties for each volunteer assignment. Evaluate the risks associated with each volunteer position and take appropriate action to control the risks.
- Assist with creating and manage volunteer policies, procedures, and standards of volunteer services in compliance with FIBCO's policies, procedures, and standards.
- Training of new volunteers and oversight of day-to-day volunteer within the program.
- Develop and maintain a comprehensive database of volunteers and a history of their participation.
- Schedule all volunteer activities and ensure that volunteers are given appropriate training to be successful in their positions.
- Create, ensure, and record volunteer check-ins and hours.
- Supervise volunteers as needed including volunteer training, recognition, and motivation.

#### *Food Distribution:*

- Manage day-to day food program operations including ordering, purchase, delivery of food and related supplies for distribution to clients.
- Schedule FIBCO mobile community events with partners in the community.
- Oversee partnership and logistics of FIBCO mobile events-transportation, set up, etc.
- Oversee St. Mary's Food Bank partnership.



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***Clothing Distribution Program:***

- Manage day-to-day operation of clothing store
- Oversee clothing donation process.
- Create and manage policies and procedures.
- Other duties may be periodically assigned.

**Requirements/Background and Skills Competencies:**

- Strong relationship building skills
- Strong communication skills, both written and verbal
- Ability to cultivate relationships and work with volunteers and community members.
- Self-starter that is collaborative, energetic, creative, proactive, and responsible.
- Successful track record of planning/organizing and implementing events.
- Supervisory experience or experience leading volunteer programs, groups, or events.
- Commitment to diversity, equity, inclusion, cultural responsiveness.
- Ability to work independently, manage multiple priorities, and act with limited resources.
- Proficient technology/digital skills (e.g., use of Microsoft Suite, Google Docs, etc.
- Required proficiency in audio, video, virtual and interpersonal communications.

**Compensation and Schedule:**

- Schedule: Tuesday, Wednesday, and Friday from 8am-1pm daily (must be in person at the office). Occasional evening, and weekend hours. Schedule subject to change to meet organizational needs.
- Hours: 15-20 hours/per week
- Rate of Pay: \$20,000-\$25,000 depending upon experience
- Location: This position is based at the FIBCO Family Services headquarters (1141 E. Jefferson St. Phoenix, AZ 85034)

**To apply:**

- Send your resume to [Akilah.Stewart@fibco.org](mailto:Akilah.Stewart@fibco.org)
  - Subject line: *Food/Clothing Manager Application*
- Applications will be accepted on a rolling basis until the right candidate is found.