



JOB DESCRIPTION

POSITION:	Regional Program Specialist
FT/PT/Hours	Full Time
CLASSIFICATION:	Non-Exempt
REPORTS TO:	Program Development Manager
SUPERVISES	n/a

OVERVIEW:

This role will support the implementation, administration, and reporting of regional food recovery programs and play a key role in strengthening Abound Food Care's relationships with community partners, government agencies, and elected officials. This role involves outreach, reporting, engaging with local stakeholders and collaboration with key partners.

ROLES AND RESPONSIBILITIES

Regional Program Development and Implementation

- Support development of Regional Food Recovery Model in alignment with Abound Food Care's mission and objectives.
- Assessing the social and environmental impact that excess edible food can have on communities and environment.
- Execute project plans, ensuring alignment with the identified project timeline and milestones. Generate regular reports to update stakeholders on project status and milestones.
- Assist in developing and coordinating pilot programs including design, outreach, scheduling, and documentation.

Outreach & Stakeholder Engagement

- Conduct outreach to food generators and food recovery organizations to ensure compliance and encourage participation in food recovery programs.
- Assist in engagement efforts with community partners, including schools, chambers of commerce, elected officials and nonprofit organizations.
- Support food recovery inspections by coordinating scheduling, maintaining records, and assisting with outreach follow-ups.
- Support advocacy efforts by preparing materials, attending meetings, and engaging in public policy discussions.

Administrative & Recordkeeping Support

- Assist in maintaining program records, including jurisdictional inspection logs and outreach tracking.
- Upload and organize meeting materials.
- Support reporting efforts by compiling and submitting program updates.

General

- Supports the vision and goals of Abound Food Care
- Completes other duties as assigned



SKILLS REQUIRED

Education/Experience

- Bachelor's Degree
- 2-3 years of community organization experience

Knowledge/Competencies

- Excellent written and verbal communication skills, with the ability to engage and collaborate with diverse community stakeholders.
- Strong organizational skills with the ability to manage multiple tasks, maintain detailed records, and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Personal Qualities

- Strong interpersonal skills and the ability to build and maintain relationships with a diverse range of partners and stakeholders.
- Adaptable and flexible, with the ability to work in a fast-paced environment and handle a variety of responsibilities.
- Passion for food security, community engagement, and social impact.