



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Program Specialist

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 330 nonprofit partners at more than 700 sites. Second Harvest is pursuing innovative efforts to increase access to food resources, as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org

About the Position

As a Program Specialist, you will support the ongoing administration for our direct services food distribution sites across San Mateo and Santa Clara Counties, as well as, provide back-up support for our front-office administrative needs at our San Carlos office. You will maintain accurate membership, site and volunteer records to ensure we can get the right amount of food out to our neighbors in need. You will work with our Regional Program Managers and Coordinators to ensure any issues in food distribution are well documented and that we respond to our partners, volunteers and members timely and with resolve by working collaboratively with other food bank colleagues and volunteers to effectively support our community.

This job might be for you if:

- You enjoy working in an office setting and take pride in documenting information in pristine detail and in finding new and innovative ways to work
- You enjoy serving the community from behind the scenes and ensuring our operation runs smoothly
- You enjoy working in a team environment and really leveraging the collective expertise for the greater good
- You take initiative, work hard and have a 'can-do' attitude
- You're comfortable working in more than one office location
- You're a self-described guru when it comes to using Microsoft Office products
- You take pride in your professional phone and office etiquette and your ability to provide excellent customer service to donors and our community

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

CURTNER CENTER
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