



SECOND HARVEST
of SILICON VALLEY

Position Announcement Program Specialist

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for over 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

The Program Specialist will be a key part of the team supporting the food bank's Program Managers running hundreds of food distribution sites. Key responsibilities include making sure that data records are updated and accurately recorded; that sites receive the supplies they need; that client data is kept accurate and confidential; that communications from the field are relayed promptly to internal staff, etc.

This job might be for you if:

- You enjoy working for a cause, and you believe in the cause of alleviating hunger
 - You are detail-oriented and conscientious
 - You enjoy organizing complex processes
 - You can keep track of multiple systems at the same time
 - You can follow direction with accuracy
 - You enjoy identifying and suggesting process improvements
 - You communicate specifically and clearly, both verbally and in writing
 - You are comfortable working with a wide array of personalities, ethnicities, and work styles
 - You get a kick out of being a key member of a team
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- **Qualifications**
 - Some college or technical school
 - Multilingual skills a plus
 - 2 to 3 years in office environment experience
 - Knowledge of Word, Excel, Acrobat
 - Basic literacy and numeracy skills
 - Proficient typing skills
 - Focused, accurate, attention to detail
 - Flexible
 - Independent thinker with organizational abilities



SECOND HARVEST
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Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



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Position Announcement Program Specialist

Position Title:	Programs Team, Program Specialist
Positions Reporting to Title:	Program Coordinator (Programs Team)
Location:	Second Harvest of Silicon Valley, Cypress Center, 4001 North First Street, San Jose, CA 95134
Compensation:	Full-Time, Non-Exempt, Professional Level. Competitive salary commensurate with experience. Generous health benefits program, Flexible Time Off, ten paid holidays and excellent retirement plan.

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