**Job Description: Assistant Director of Food and Nutrition Services**

General Objective

Under the direction of the Executive Director, the Assistant Director of Food and Nutrition Services is responsible for leading and managing Interfaith-Good Samaritan’s food pantry and implementing food sustainability and nutrition programming. This individual will directly address the issue of food insecurity in Albany County using the best standard industry practices.

Primary Job Responsibilities

* Implement programming for nutrition, food sustainability, and other relevant programs.
* Coordinate food drives, holiday meal distributions, commodity food distributions, and other events.
* Coordinate with other administrative personnel, such as accounting and data collection, to ensure the effective and efficient transference of organizational documents and information.
* Develop and strengthen collaborations and partnerships with other relative agencies in the community.
* Collaborate with other agencies to provide food security, education, and other services to I-GS clients.
* Advocate for food and nutrition issues at local and statewide levels.
* Purchase food for the pantry and ensure there is an adequate amount of food in stock at all times
* Oversee the collection of all relevant and useful demographic and/or financial data from clients required for database entry and the reporting of food pantry clients.
* Oversee volunteer recruitment, training, and scheduling
* Manage staff, volunteers and interns working in the food pantry.
* Accept other work assignments, necessary to fulfill the position’s objective.

Minimum Qualifications

* Bachelor’s degree or equivalent work experience
* A demonstrated ability to work collaboratively with agency partners
* An interest in and commitment to assisting low-income individuals in achieving self-sufficiency
* Valid driver’s license
* Ability to lift 35 pounds independently

Competencies Required

* Goal oriented
* Strategic thinking
* Team Building
* Computer data bases, social media and other software
* Organizational operations management
* Budgeting/fiscal management
* Collaboration and relationship building