

**Britepaths**  
**JOB DESCRIPTION - 2022**  
**Programs Manager**

Job Title: Programs Manager  
Reports to: Programs Director  
Job Status: Hourly, full-time, 30 hours/week, healthcare, retirement, life insurance, 12 holidays  
Location: Fairfax, VA

**Background**

Britepaths is a nonprofit organization dedicated to helping Fairfax County residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

This position manages three programs: the Food Program (year-round), the Holiday Program (fall and winter) and the Collect for Kids Back to School Program (spring and summer).

Britepaths staff will work in the Fairfax office with the flexibility to work at home when appropriate (approximately 2 days per week). A reliable internet connection is required. Laptop provided. The work schedule is flexible, but core hours are from 10 am-2 pm. Must have own transportation. Occasional evenings or weekends can be required.

**Qualities of a successful candidate**

- Strong communication ability: bilingual in Spanish is preferred
- Highly organized; attentive to detail
- Enjoys helping others
- Flexible
- Dependable and with a strong work ethic. Requires minimal guidance or supervision
- Strong interpersonal skills. Enjoys working as part of a team

**Specialized Knowledge & Skills**

Must be computer literate in MS Word and Excel. Must be adept at using databases.

**Position Requirements**

Experience in a goal- and team-oriented environment with a willingness to meet measurement criteria for projects and an ability to work under pressure and meet deadlines. Must be self-motivated and innovative, have excellent organizational and planning skills, and collaborate easily with diverse groups. Interpersonal skills are essential.

**Overlapping Duties**

1. Recruit, train, and manage volunteers.
2. Attend staff meetings.
3. Coordinate with the Communications and Development team to promote all programs via print, email, and social media.
4. Submit end-of-season program reports.

**Food Program Duties – year round**

Britepaths' Food Assistance Programs provide emergency and short-term food assistance to Fairfax County area residents struggling to make ends meet.

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1. Supervise Office Administrator with Food Support duties and pantry obligations.
2. Oversee processing of client referrals.
3. Manage food program volunteers.
4. Attend collaborative group county meetings.

**Food4Thought – school calendar**

Volunteers assemble take-home food packages for students at partner schools.

1. Assist with the management of all current Food4Thought programs.
2. Obtain statistical reports from collaborating schools. Provide them to appropriate staff and collaborating nonprofits in a timely manner.

**Our Daily Veggies – spring/summer**

Vendors at local farmers' markets agree to accept vouchers for fresh produce from Britepaths clients.

1. Oversee the development, printing, distribution, and tracking of ODV vouchers.
2. Recruit vendors. Communicate with vendors during ODV season.

**SNAP - spring/summer**

1. Work with Fairfax County Park Authority and FRESHFARMS to manage SNAP at Annandale's Farmer's Market with Britepaths volunteers.
2. Recruit, train, and retain SNAP volunteers.
3. Onsite presence at Annandale market when needed.

**Holiday Program Duties - fall**

Britepaths' Holiday Program provides holiday assistance for Thanksgiving and December holidays up to 300 families in need in Fairfax County. As with all programs at Britepaths, customer service is a priority.

**Holiday Program Sponsors and Donors**

1. Develop ongoing communication plans and materials with the Communications Manager to mail/email Holiday Program participants. Oversee and assist with mailings.
2. Work with Development staff to grow program sponsors.

**Holiday Program Clients (Currently being evaluated, and process may change)**

1. Communicate with social workers from FCPS about the client referral process.
2. Recruit, train and supervise volunteers to help with program administration.
3. Oversee data entry, reporting and distribution of gift cards.
4. Attend cross-agency meetings related to the Holidays.

**Collect for Kids Duties – spring/summer**

Britepaths works with the Foundation for FCPS's Collect for Kids Program. In 2022, Britepaths provided 2,500 children with school supplies.

1. The Program Manager will work with the Outreach Manager to meet the timelines for the program.
2. Work with Fairfax County school officials (principals, social workers, counselors), volunteers, and the supply vendor to ensure a successful program.