

Britepaths
JOB DESCRIPTION - 2024
Programs Manager

Job Title: Programs Manager
Reports to: Programs Director
Location: Hybrid – in-office Fairfax, telecommuting

Available Benefits

Health Insurance, Life Insurance, Paid Vacation/Sick Time/Family Medical Leave, 403b Match, Flexible Schedule, Telecommuting

Mission Focus

Britepaths is a 501c3 non-profit organization providing food, financial assistance, financial education, and workforce development programming and services for clients in Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal empowerment, and support the needs of children. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable, and diverse organization.

Role Summary

As part of the front office and Stabilizing programs team, this position manages the Food Programs: including Emergency Food support, Food Bridge, Food4Thought, Our Daily Veggies & SNAP Fresh Match. All of these sub-programs entail using critical thinking to manage budget, tracking expenses and reconciliation. This position manages Back-to-School program. Recruit and manage volunteers to support the organization's work.

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.

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 Fairfax Food Council meetings.
5. Manage Food Program budget.

Food4Thought (F4T) – school calendar

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

1. Meet and assist FCPS schools interested F4T
2. Provide ongoing assistance to current F4T schools.
3. Obtain statistical reports from F4T schools and upload reports to key staff meeting grant report deadlines.

Our Daily Veggies (ODV) – spring/summer/fall

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.
3. Ensure reporting is submitted each week by volunteers and upload data.
4. Manage budget

SNAP - spring/summer/fall

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1. Work with Fairfax County Park Authority and FRESHFARMS to manage SNAP distribution at Annandale and Wakefield Farmer's Market with Britepaths volunteers.
2. Manage budget.
3. Recruit, train, and retain SNAP volunteers.
4. Onsite presence at Annandale and Wakefield markets when needed.
5. Attend relevant meetings with FreshFarms and Fairfax County Market personnel.

Back to School program – Spring/Summer

1. Work with Fairfax County school officials (principals, social workers, counselors), volunteers, and the school supplies vendor to provide students with supplies in the fall.
2. Manage budget.
3. The Program Manager will coordinate with the Community Development Manager and Communications Manager to meet the timelines for the program.

Volunteer Management Responsibilities

4. Work with staff to identify volunteer needs.
5. Assist with creating volunteer job descriptions and posting online volunteer recruitment sites in coordination with the Community Development Manager and Communications Manager.
6. Provide reports of volunteer hours/value of hours and track metrics to achieve recruitment goals.
7. Coordinate with staff and oversee internal and external volunteer recognition opportunities.
8. Coordinate with Communications Manager to create content highlighting individual and group volunteer activities/stories and recognize volunteers for outstanding work.

Education and Experience High school diploma required. Associates degree in social work, or minimum of one year equivalent work experience. Must have experience in a goal- and team-oriented environment, with an ability to meet deadlines. Prefer bilingual in Spanish. Must have comfortability in excel to manage budgets.

Required Abilities and Skills

- Effective manager, confident in abilities, experience, and decision-making skills
- Strong interpersonal skills and enjoys working as part of a team and collaborate easily with diverse groups
- Experience with MS Excel; use critical thinking skills to reconcile budgets.
- Self-motivation with a growth mindset
- Dependable and with a strong work ethic that requires minimal guidance or supervision
- Strong verbal and written communication skills
- Detail-oriented
- Excellent planning and organizational skills
- Presentation skills, internal and external
- Strategic thinking
- Problem-solving
- Comfortable navigating databases

Position requires 35 hours/week, with three (3) days/week in the Fairfax office. Work schedule is flexible, with core hours Monday – Friday 10am to 2pm. Reliable internet connection at home is required for telecommuting, and laptop will be provided. Occasional weekend and evening work may be

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required. Must have own transportation for regional travel (mileage reimbursement for personal vehicle use provided for offsite meetings and events).