



POTTSTOWN AREA FOOD COLLABORATIVE PROGRAM ADMINISTRATOR JOB DESCRIPTION

POSITION TITLE: Pottstown Area Food Collaborative Program Administrator
REPORTS TO: Pottstown Area Food Collaborative Executive Committee

PAFC Overview:

Pottstown Area Food Collaborative (PAFC) was formed in 2019 on a common belief that it is possible to collaboratively design and create a local food economy, and that such a shift would have a massive impact on reducing or eliminating food insecurity and improving residents' quality of life. The collaborative consists of a steering committee of organizations that have a direct and significant impact on access to food in Pottstown. The PAFC also regularly engages with over 25 area organizations that have an interest or connection to the Pottstown food system.

The PAFC's mission is to expand, coordinate, and connect options for local and sustainable food production, distribution, and education regarding purchasing and preparing healthy food. These efforts will increase healthy food access, healthy food consumption, and reduce waste, ultimately leading to improved health and economic outcomes for Borough of Pottstown residents.

Position Summary/Objective:

The Pottstown Area Food Collaborative is hiring a part time, administrative position that will be responsible for fostering collaboration and communication among collaborative members and community stakeholders, collecting and managing data and resources among collaborative members, promoting the work of the collaborative to the community, and grant research and writing. This position reports to the PAFC Executive Committee, which is composed of four individuals representing the member organizations. The role will include both remote and in person work requirements. Hours are somewhat flexible, but require substantial work during normal business hours and attendance at regular virtual meetings weekly.

Essential Functions and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under the supervision of the Pottstown Area Food Collaborative executive committee, the individual will:

- Communicate with collaborative members to schedule meetings, set agendas, document minutes, and assist members in the administration of projects among members.
- Communicate with and engage community stakeholders around collaborative projects and vision

- Organize new and existing documents and resources on Google Drive for use by collaborative members
- Support grant writing and research as needed
- Utilize social media, email, and other means to promote collaborative efforts to the community
- Collect and organize collaborative data for reporting purposes
- Attend local, regional, state meetings and events as requested

Required Experience

- Bachelor's degree preferred; minimum of 2-3 years of administrative work experience. High School Diploma/GED (Required), Bachelor's Degree in education, humanities, public administration, non-profit management, or other human services (Preferred)
- Minimum of two years' experience working or volunteering in the non-profit sector or in other roles that involved cross-sector partnerships
- Experience working with all Microsoft Office and Google applications
- Comfort level using virtual meeting platforms

Core Competencies

- High level of organizational skill and attention to detail
- Excellent written and verbal communication skills; professional high-quality written communication capabilities
- Demonstrated ability to work effectively with diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Self-directed and proactive
- Strong work ethic; accountable; high level of follow through on task assignments

Supervisory Responsibility: None

Position Type/Expected Hours of Work

This is a part-time, temporary, hourly position for 15-20 hours/week. The duration of the appointment will be for one year and may be extended depending on available funding, and mutually agreed upon by both parties. This position is hybrid, including both remote and in-person work requirements. In person hours will be in various locations in Pottstown, PA. Hours are somewhat flexible, but require substantial work during normal business hours and attendance in regular virtual meetings weekly. Weekend hours could be required very occasionally.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Travel

This position will require travel to some community meetings and community events in Pottstown.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The PAFC Coordinator position will be a staff member of the Pottstown Cluster of Religious Communities. The Cluster has a commitment to diversity, equity, and inclusion, and all staff members must be willing to embrace this as an organizational priority.