

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	Community Resource Developer
Supervised by:	Program Manager
Department:	Food and Nutrition
Classification:	Regular Part-Time (up to 20 hours/wk)
Position Status:	Non-Exempt
Location:	Airport Office
Range/Salary:	Range 13 - \$16.10/hr
Benefits:	Life Insurance, 401K plan and Sick

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Implement the execution of all CAPECO Food Share events. Including, but not limited to managing donor relations, donor cultivation, network development and community outreach activities.

Plan and implement a comprehensive Annual Fund Program with revenues supporting CAPECO Food Share. Provide expertise related to regional food production and distribution assessment including the expansion and development of food project plans.

Improve and sustain program delivery of emergent needs and address longer-term systemic causes of food security.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Manage logistics of all food and funds drives including working with volunteers and service groups.
- Manage database of partners, donor information, and food drive details.
- Manage and update event procedures, timelines, and duties.
- Participate in fund-raising events.
- Conduct interviews and focus groups to build food-related relationships, networks, and partnerships.
- Initiate event planning meetings with stakeholders.

- Increase communication and collaboration between local producers, organizations, and other stakeholders.
- Research, develop and write grants for community food projects.
- Provide educational and promotional materials to individuals, organizations and corporations. Train groups in proper use of these materials.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- A four-year college degree, which can be substituted for six years of equivalent work experience.
- Excellent communication, interpersonal, and customer service skills and legible handwriting.
- Previous experience in fund raising or community development
- Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintain focus on tasks and produce accurate work.
- Ability to communicate effectively both orally and in writing. Ability to make presentations and develop reports that may include technical information.
- Computer experience and have a working knowledge of Word and Excel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid Driver’s License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

SIGNATURE

DATE

EQUAL OPPORTUNITY EMPLOYER