PROGRAMS SPECIALIST - Per Diem | Internal
Job Announcement

Do you want to be part of an innovative organization sustaining vulnerable, isolated seniors to EAT: Eat, Age, Thrive in Yolo County and regionally? Is the "why" you do your job a priority in your career? Then you may be the hero we're seeking to provide nourishing meals to aging adults countywide and beyond who are lacking the access and/or the ability to dependably prepare their own healthy meals.

MOW YOLO APPROACH

Meals on Wheels Yolo County ("MOW Yolo") is adding a Programs Specialist to our already inspired team. We are looking for a Programs Specialist who will:

- Offer focused support to the Meal Connection Locations, Programs Manager, and other Programs Department staff
- Prioritize building healthy relationships and socialization so that seniors in the region may EAT: Eat, Age, Thrive
- Positively represent MOW Yolo internally and externally

POSITION SUMMARY:

The Programs Specialist reports to the Programs Manager and ensures that Meals on Wheels Yolo County (MOW Yolo)'s services and activities connect with food insecure and/or isolated senior participants, in an informative and engaging manner compliant with all regulatory requirements.

USUAL WORK SCHEDULE:

Per diem, 0-16 hours per week, Monday-Friday, 8:30 a.m.- 4:00 p.m. with some flexibility available based upon organizational needs. Primary work location varies and can include: in the field at MOW Yolo Meal Connection Locations and other sites throughout Yolo County, the MOW Yolo Administrative office in Woodland and the MOW Yolo meal production facility in Winters. MOW Yolo reimburses employees using their own vehicles for authorized MOW Yolo travel at the IRS standard mileage reimbursement rate.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Foster a welcoming, educational, and engaging environment at Meal Connection Locations to enhance the meal experience for recipients, volunteers, and staff.
2. Support Programs Department with assigned tasks related to project management of programs, including: Outreach, Participant Phone Calls, Field Work, etc

3. Communicate clearly and frequently with the supervisor & programs team, attend required meetings, and adapt to evolving responsibilities as the organization grows.

QUALIFICATIONS:

1. Previous customer service, food service, and/or outreach experience desirable.
2. Ability to perform physical tasks (lift up to 50 lbs., stand for extended periods, bend and reach as needed).
3. Capable of working independently with minimal supervision, maintaining accurate records using basic reading, writing, and math skills.
4. Adaptable and professional, with proficiency in or ability to learn electronic systems, including Microsoft Office (Google Workspace a plus).

POSITION LICENSES/CERTIFICATIONS:

1. Current California Driver's License.
2. Proof of automobile insurance.
3. ServSafe Food Handler's Certification (MOW Yolo pays for this training if needed)

COMPENSATION AND BENEFITS

$25.00 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law.

APPLICATION PROCEDURE AND TIMELINE

Please submit your resume to HR@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

ABOUT MEALS ON WHEELS YOLO COUNTY

Meals on Wheels Yolo County has a 51-year history as the only provider of fully-prepared meals for food insecure, isolated seniors in Yolo County, now nourishing more than 1,500 aging adults in both the cities and rural communities, as well as hundreds more regionally as part of MOW Yolo's growing social enterprise operations. Core programs include:

- Home-Delivered Meals (primarily volunteer delivered)
- Café Yolo Social Dining (congregate meals)
- Weekend Food Project (shelf-stable meals)
- MOW PAWS - Pets and Well Seniors (pet foods and supplies for isolated seniors' furry companions)

MOW Yolo performs its mission according to a three-year strategic plan and sparks and engages in dozens of collaborations and partnerships throughout the region to sustain and elevate the opportunity for seniors to EAT: Eat, Age, Thrive and age in place healthily and safely, with independence and dignity.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org

****Meals on Wheels Yolo County is an Equal Opportunity Employer****