



POSITION TITLE

Senior Food Access Manager

REPORTS TO

Director of Programs/Deputy Executive Director

GENERAL PURPOSE

The Village Exchange Center (VEC) is a community center and multi-faith worship space that celebrates religious and cultural diversity by creating an inclusive environment where residents from all backgrounds can practice, interact, share, and develop together. Our Village Pantry is dedicated to increasing access to fresh and culturally relevant food while serving as a gathering space for cultural exchange, education, and celebration. We seek an individual whose life experiences are like the culturally diverse communities we serve.

The Senior Food Access Manager is responsible for the overall success & execution of the Village Farm and Village Pantry Programs. This position ensures that grant deliverables are upheld and adequately measured, program budgets are maintained, reporting standards & metrics are met, ensures growth and sustainability of the Programs through strategic planning.

PRIMARY RESPONSIBILITIES

VILLAGE FARM

- Oversight and management of the Village Farm Program
- Responsible for the deliverables, success and overall objectives of the Village Farm Program; crop production, farm operations, personnel, growth and sustainability;
- Management of the Village Farm personnel, including identifying opportunities to develop and enhance the skills of the Village Farm team;
- Responsible for execution of the annual budget and programmatic deliverables of all grants including metrics, outcomes and outputs.
- Accurate and timely submission of all program reporting
- Responsible for the successful execution of the Urban Farming Immersion program.

VILLAGE PANTRY

- Oversight and management of the Village Pantry program;
- Responsible for the deliverables, success, and overall objectives of the Village Pantry Program;
- Manages the Village Pantry program personnel, including identifying opportunities to develop and enhance the skills of the team;
- Responsible for execution of the annual budget and programmatic deliverables ensuring successful execution of grant outcomes, outputs, and impact are met pursuant to a variety of grant deliverables;
- Oversight of Village Pantry technology necessary for the successful execution and reporting for the program;
- Accurate and timely submission of all program reporting.

VILLAGE EXCHANGE CENTER	TEL_ (720) 668 9968	1609 Havana St. Aurora, CO 80010	United States of America
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STRATEGIC PARTNERSHIPS

- Oversee all Village Farm and Village Pantry relationships with a variety of stakeholders, including, but not limited to, partnerships, coalitions, and community relationships.

ADMINISTRATIVE

- Reporting
- In-depth knowledge of ALL grant budgets, deliverables and deadlines
- Identify opportunities through data collection and evaluation
- Prepare monthly and annual reports to showcase farm and pantry accomplishments.
- Hold weekly meetings with Program Managers ensuring accountability, communication and optimal execution of program goals.
- Coordinate and Manage external VEC events
- Annual Festivals and events
- Community dinners
- Volunteer appreciation
- manage social media posts and information sharing for all food access programs
- Personal commitment to the VEC mission, vision, and values.
- Complete other administrative tasks, as requested.

ENTREPRENEURIAL EXPERTISE

- Identify and develop social enterprise opportunities for the Village Farm and Village Pantry.
- Oversight of the Village Farm flower subscription program.
- Establish an event/rental program at the Village Farm.

SKILLS & EXPERIENCE

- Demonstrated knowledge of regenerative agricultural growing practices.
- 5+ years in managing multiple programs and individuals.
- A successful record in building and leading multi-generational and/or multi-cultural teams.
- Ability to physically work within a variety of conditions, including working alone on occasion (i.e., working long days, in diverse weather conditions, standing or bending for long periods of time).
- Willingness to take initiative and follow-through on tasks.
- Pragmatic, outcome-driven, positive, forward thinking, and interested in experimenting.
- Knowledgeable about the political and cultural context of VEC community.
- Ability to establish and maintain relationships with individuals and organizations.
- Solid program development skills, including long-term project planning.
- Solid skills in managing individuals, including delegating work and conflict resolution.
- Bilingual (English/Spanish) preferred.
- Strong problem-solving skills.
- Excellent interpersonal and communication skills.

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**LOCATION**

Aurora, Colorado.

JOB TYPE

Full-time

SALARY

\$65,000 - \$70,000

VEC is dedicated to Diversity, Equity and Inclusion both internally and its external work. We encourage people of color and candidates with diverse backgrounds, experiences, and perspectives to apply. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you have strong written communication skills, a passion for empowering refugees and immigrants and building strong resilient communities, and a willingness to learn, we encourage you to apply, even if you don't meet every one of our qualifications listed.

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