Announcement Date:  September 14, 2020

Position Title:  Program Coordinator

Category:  Full-Time

Department:  ASAPP

Work Location:  Reston, VA

Descriptive Summary
The Program Coordinator is responsible for assisting in coordinating food delivery and distribution programs and supports Cornerstones’ Assistance Services and Pantry Program (ASAPP). The Program Coordinator will serve clients directly, individually, and as a group. The Program Coordinator will provide administrative support to the department’s obligations and provide assistance to prepare for the holiday and giving programs.

Key Performance Indicators

ASAPP Operations and Community Outreach and Coordination
- Work closely with the ASAPP staff to establish trusting relationships with clients through formal and informal contact, provide follow-up to identified needs, pack food for clients, and assist those to their vehicles unable to carry items.
- Conduct intake assessments with walk-in clients, and provide direct assistance, information, and referrals as appropriate to inform clients regularly of services offered on-site and in the community.
- Work with the ASAPP staff to coordinate educational, social, and recreational activities and events that support self-sufficiency, such as financial and budgeting workshops, nutrition classes, etc.
- Visit storage facility weekly to assess the status and sort food and transfer food from storage to the agency’s food pantry and assist donors from their vehicles.
- Weekly, disinfect countertops and sink and mop the floor.
- Pick up perishable food weekly from the designated vendor.
- Supervise and assist program volunteers during food drives, in stocking and arranging storage areas.
- Oversees the maintenance and scheduling of the food program van.
- Provide support for other Neighborhood Resources programs or agency-wide programs and activities.
- Use automated technology and hard copy files to maintain promptly, update, and report case data, goal attainment, and outcomes.
• Must able to lift over 40 lbs.

**Administrative Support**
• Document programming efforts, referrals, outcomes, needs, and overall progress and prepare reports required by Fairfax County and other agencies.
• Work with ASAPP program staff to schedule and coordinate seasonal client drives.
• From May through November, support the SNAP at the Market program at Reston Farmers Market on Saturdays, in rotation with other staff and volunteers.
• Able to work some evenings and weekends.
• Identify and establish volunteer opportunities in conjunction with program staff to support ASAPP operations.
• Perform any other duties deemed necessary to keep the agency.

**Education**
• Bachelor’s Degree in human relations, social work, sociology, phycology, or related field.
• The supervisor will coordinate a professional Safe Food Handler Certificate.
• Bilingual in English and Spanish.

**Experience and Skills**
• Three years in human relations or community development.
• Excellent organization and communication skills.
• Ability to work with a diverse population.
• Knowledgeable of nonprofit organizations and working in a direct service environment.
• Able to maintain a high level of flexibility and follow-through.
• Responsible, dependable, and display the highest level of integrity.
• A friendly cooperative attitude and a commitment to excellence in service to both internal and external customers.
• Team player willing to take on additional duties in the interest of serving the agency’s mission.

**Attitude**
• Actively interested in learning about new and evidence-based methods for improving operations
• Attentive to constraints of time and funds in setting stretch goals
• Respectful of staff, volunteers, funders, and clients
• Forward-thinker, considering not just today but what are the implications for tomorrow
• Collaborative leader, working with others individually and in teams

**Work Environment**
This position is performed in a traditional office environment.

**How to Apply:**
A cover letter and resume are **required**. Please send to:

Recruit  
Cornerstones  
11150 Sunset Hills Rd.  
Suite 210  
Reston, VA 20190  
Email: recruit@cornerstonesva.org  
Fax: 571-323-9554  
TTY: 571-323-9555  
An Equal Opportunity Employer  
Minority/Female/Veteran/Disabled designations