



## Program Associate

### Second Harvest's Mission:

Fighting hunger, feeding hope: Second Harvest brings community resources together to feed people in need through empowerment, education, and partnerships.

### Purpose of Position:

- The Agency Relations team strengthens and builds relationships with our partner agency network of food pantries, shelters, and hunger-relief programs.
- This position serves as Second Harvest's liaison to support member agencies with safe food handling, distribution of food products, and technical assistance.
- Second Harvest's ability to help hungry people is built from our relationships with our partner agency network and thoughtful communication across the organization.

### Job Description:

- Full time position at our Singer Distribution Center in Spokane, WA.
- The Agency Relations Associate provides technical consulting, training, and assistance to agency staff. They will field calls and address concerns from the agency partners, while communicating those needs to necessary Second Harvest departments.
- Responsible for conducting regular on-site and digital monitoring visits to agencies to audit and review compliance requirements.
- The Associate will maintain all documentation in an organized way and keep the database updated as information changes from the agency partners.
- This position will assist with implementing and maintaining educational efforts to promote healthy eating amongst agency partners and clients.
- Performs all other duties and responsibilities as assigned or as necessary.

### Qualifications:

- Candidate must pass a pre-employment background check and pre-employment drug screening.
- Good communication is essential in this role. Strong candidates possess strong interpersonal skills and are excellent communicators, in both written and oral form.
- Candidate must be comfortable working with computers, data collection and keeping detailed digital agency records.
- Able to work responsively, switching between tasks and re-ordering priorities based on new information. Previous non-profit, business, coordination, administrative or operational experience is preferred.
- Successful Second Harvest employees are engaged in the mission, enjoy challenging work, and thrive on strong teams.
- Individual must have a valid driver's license and able to obtain a Food Handler's Card.

### How to Apply:

[https://www.indeed.com/viewjob?t=agency+relations+associate&jk=55b22abece11e6eb&\\_ga=2.169206370.2104441011.1655826933-1760802621.1581092207](https://www.indeed.com/viewjob?t=agency+relations+associate&jk=55b22abece11e6eb&_ga=2.169206370.2104441011.1655826933-1760802621.1581092207)

All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, creed, marital status, age, the presence of any sensory, physical, or mental handicap, status as Vietnam era veteran or disabled veteran, or because of an individual's sexual orientation.