



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, meal sites, and hunger-relief programs.
- This position serves as Second Harvest's liaison to support partner agencies with safe food handling, distribution of food products, and technical assistance.
- Second Harvest's ability to help people facing hunger 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 assistance, training, and consultation to agency staff. They will field calls and address concerns from the partner agencies, while communicating those needs to necessary Second Harvest team members.
- 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 agency information changes.
- This position will assist with implementing and maintaining educational efforts to promote healthy eating amongst partner agencies 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.
- Previous non-profit, business, coordination, administrative and/or operational experience is required.
- 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.
- Successful Second Harvest employees are engaged in the mission, enjoy challenging work, and thrive on strong teams.
- Must have a valid driver's license, be comfortable driving long distances and able to obtain a Food Handler's Card.
- **To Apply:** <https://www.indeed.com/job/agency-relations-associate-d247792a89d6e78a>

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.