

# DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 5<sup>TH</sup> AVENUE, HAVRE, MT 59501  
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*"PEOPLE HELPING PEOPLE HELP THEMSELVES."*

## APPLICATION COVER SHEET

**Job Title:** Food Bank Manager

**Wage:** \$13.90 per hour

**Hours:** 40 hours per week Temporarily; will go to 20 hours per week

**Application Deadline:** 5:00pm, Tuesday, April 20, 2021

### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION
4. COMPLETED APPLICATION COVER SHEET
5. COMPLETED HRDC EMPLOYMENT APPLICATION

**POSITION SUMMARY:** Direct and manage Havre Community Food Bank, including the provision of food and basic needs to Havre area residents; direct all operations systems

### MAJOR RESPONSIBILITIES:

1. Staff and oversee day to day operations, including donation solicitation, inventory management, food distribution, and record management
2. Prepare reports to all funding sources and appropriate governing boards
3. Direct outreach and public relation activities including fund raising events and volunteer recruitment and training
4. Supervise all volunteers
5. Maintain operational procedures for efficient and consistent operations
6. Attend state network and advocacy meetings as required
7. Write renewal and new grants, provide liaison to all funders
8. Track donations, write receipts and thank-you letters, certificates of appreciation as required
9. Coordinate services with Office of Public Assistance, Division of Family Services, HRDC programs, churches, Salvation Army, and other related community organizations
10. Maintain food inventory
11. Develop and implement plans and activities for fund raising and food collection activities
12. Must be able to keep accurate and thorough records

### MINIMUM QUALIFICATIONS:

1. High School Diploma or High School Equivalency with three years' experience in human services or business management
2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

### ADDITIONAL INFORMATION:

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**

