



The Community Market Program Supervisor

Location: Edwards or Gypsum in Eagle County, Colorado

Start Date: ASAP

Employment Type: Full-time Year Round

Pay Range: \$22- \$24/hour

Schedule: During weekdays there is flexibility to start as early as 8:30am and/or end as late as 6pm. Some Saturday coverage from 10am-1pm will be expected at times.

About Us

Eagle Valley Community Foundation (EVCF) envisions a community that works together to build trust, hope, and wellness for all. EVCF provides access to programs and resources that support wellness, healthier food and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality.

The Community Market is a hunger relief program, operating grocery markets in and around the Eagle Valley, CO. A warehouse in Gypsum is the central operations hub for the program, and a second location was opened in Edwards in May of 2020. The program also brings food directly to communities across the Eagle River Valley in the form of pop-up "Mobile Markets"

At The Community Market, we believe in healthy people, strong communities and environmental sustainability. Please visit our website for more information: eaglevalleycf.org

Position Summary

Would you like to work toward hunger relief in our community? Join our team at The Community Market! managed by the Eagle Valley Community Foundation.

We are looking for a dynamic, mission-driven leader who is passionate about leading hands-on operations, developing and managing The Community Market sustainability initiatives and coordinating our team of volunteers.

The Community Programs Supervisor is responsible for overseeing all aspects of volunteer engagement. The position will recruit, schedule, coordinate and follow-up with volunteers for The Community Market activities and projects. This role will also support the execution of The Community Market's strategic sustainability initiatives.

The Community Programs Supervisor is expected to work an average of 40 hours per week. If you enjoy being connected with our community, have passion for sustainability, great interpersonal skills, and want to be a part toward creating a positive change in our Valley, please apply for this role!

Applicants are encouraged to apply by Sunday, November 28th, however the position will remain open until filled.

Job duties:

- Volunteer Recruitment/Recognition: track volunteer hours and related Information in database; and recognize volunteers through thank you letters, photos, Facebook/Instagram posts, and special events.
- Volunteer Communication and Coordination: communicate and track volunteer schedule and coordinate regularly with staff about needs, changes and recommendations. Collaborate internally on volunteerism to ensure effective service delivery.
- Reporting/Paperwork: manage the volunteer database in Golden software to keep volunteer contact information and their hours for reporting purposes. Provide documentation of volunteer hours and recognition as requested. Complete other paperwork as needed/required.
- Community Engagement: Attend volunteer network opportunities in the community as requested or as desired; engage community members in The Community Market and Eagle Valley Community Foundation's volunteer opportunities. Give tours of The Community Market to potential volunteers and the general public as requested.
- Project Coordination: Work in the operations alongside staff and volunteers to understand needs and gaps in our services. Prioritize and organize workload including project requests. Develop and establish processes for volunteer needs. Schedule and assign volunteers; follow up to determine what's working, and what needs improvement for volunteers.
- Support The Community Market Programs Manager with partner relations.
- Provide leadership in the delivery and execution of approved sustainability initiatives at The Community Market.
- Provide education and engagement strategies to increase employee knowledge of sustainability. Coordinate The Community Market and Eagle Valley Community Foundation's sustainability projects including website updates, social media and e-Newsletter sustainability information.
- Develop and maintain data analysis tracking and communicate progress and results to stakeholders through Bi-annual Sustainability Report. Monitor and analyze program effectiveness and make suggestions for improvement.
- Pursue Actively Green certification efforts and represent The Community Market on local Climate Action Plan.
- Participate as a partner when appropriate, in sustainability-related events throughout the community including Zero Waste events, Earth Day activities, and other Green Team activities.
- Ensure the use of safe practices in all operations of The Community Market.
- Design and implement policies and procedures to improve volunteer staff management.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in sustainability or a related field preferred
- A minimum of 3-5 years of relevant professional experience required, including some of the following:
 - Leading projects and teams
 - Nonprofit experience preferred
 - People management
 - Community work experience preferred
 - Experience/education and/or passion for sustainability
- Excellent customer service skills
- 'Can do' roll up your sleeves attitude
- Excellent verbal and written communication skills
- Strong organizational skills, detailed oriented

- Spanish-language proficiency is helpful
- Strong computer skills and knowledge of Microsoft Office Suite and Google Suite
- Ability to work with minimal supervision using independent judgment for decision making, as well as work cooperatively with staff, volunteers, donors and customers

Benefits

Comprehensive medical, dental and vision insurance

Paid time off (PTO) and sick time

Professional development opportunities

Flexible work schedule

Employee Assistance Program

12 paid holidays

Employee Housing

How to Apply:

Interested candidates should submit a cover letter & resume to Virginia Lecea at virginia@eaglevalleycf.org.

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.