



Job Title:	Program Associate	Job Category:	Hourly/Non-Exempt
Location:	Rural Economic Development Center Mosses, AL 1258 Main Street, Hayneville, AL	Travel Required:	Occasional for food pick up and deliveries
Wages Rate:	\$15.40/hr.	Position Type:	Part-time
JOB OVERVIEW: The REDC Program Associate will be an active part of all aspects of the Rural Economic Development Center, with two central lines of responsibility, facility upkeep and Food Market assistance. The Associate will work closely with the Director to accomplish whatever task is at hand. This is a part-time position reporting to the Director of the Rural Economic Development Center.			

ROLES AND RESPONSIBILITIES:

- **General Facility Upkeep**
 - Maintain the cleanliness of the center at all times. This includes cleaning before/after individual programs and all other janitorial needs inside the center.
 - Keep the grounds of the center buildings clean of debris/trash to maintain a tidy appearance.
 - Facilitate coordination of any maintenance needs of the center, its buildings, guest house and grounds with the Director. This includes using the internal ticket system on the computer.
 - Complete small maintenance tasks around the center and perform inspections. Report any issues timely to the Director.
 - Maintain the community center vehicles and coordinate any repairs needed.
- **Food Market**
 - Work closely with the Director of the REDC Center to ensure efficiency and quality at the Food Market.
 - Assist with obtaining and tracking food supplies from vendor farmers, retail vendors, and food banks.
 - Ensure the quality and accuracy of inventory data in the PantrySoft inventory management system.
 - Facilitate pickup of food for the Market from the Food Bank and other vendors with the center truck.
 - Assist in food deliveries to home bound seniors.

- Assist Customers when shopping in the Food Market, may include carrying bags out to cars.
- **Performance**
 - Ensure all Health and Food Safety Guidelines are adhered to in the Market and during food preparation.
 - Maintain records for tracking and reporting of clients, inventory, and Food Bank requirements.
 - Opening and Closing of the Center when needed.
- **General Programs**
 - Help set-up rooms for special events and classes.
 - Assist with ordering, storing and tracking Center supplies.
 - Assist in REDC Program activities with farmers as needed.
 - Other duties as assigned.

KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation.
- Appreciation and respect of the Catholic Church and its teachings.
- Understanding of the concepts of “ministry” in serving the disadvantaged
- Strong leadership and self-motivation.
- Open and approachable personality; able to establish relationships of trust and respect with those attending Center programs.
- Team-oriented approach to work and colleagues; well-organized and able to multi-task
- Customer-orientation; able to work well with the public.

SKILLS AND PREREQUISITIES

- Education
 - Minimum high school diploma or equivalent
 - Be open to professional development training in new areas of assignment.
- Administration
 - Microsoft Office, email and basic computer skills necessary
 - Excellent verbal presentation skills
- Operations
 - Valid Driver’s License
 - Reliable transportation to and from Mosses Center
 - Willingness to drive/operate lift-gate truck and forklift
 - Ability to use a pallet jack.
 - Must be able to lift at least 50 pounds and be able to stand, bend, use fingers to grip, etc., as required by the nature of the job responsibilities.
 - Flexibility for working non-standard hours and at special events
 - Be willing to submit to a background screening