

Job Description:
Special Programs Manager



About:

The Athens Area Diaper Bank strives to eradicate diaper need by providing diapers to low-income families in the Athens area, while raising public awareness of diaper need and its impact. The Athens Area Diaper Bank is a 501(c)(3) nonprofit organization.

Description:

The Special Programs Manager will play a critical role in the success of a new, large grant-funded diaper distribution program. This includes collaboration and communication with our partner agencies to identify eligible clients for this program and distributing diapers to these clients, via partner agencies. The Special Programs Manager is a grant-funded position through September 2022, which may be extended or made permanent.

Job Details:

- Hours: part-time, 15-20 hours/week
- Most hours will take place at our facility, with some work completed remotely. Hours at the facility will be fairly set and consistent.
- Pay: \$16/hour

Responsibilities for the Special Programs Manager:

- Communicate with partner agencies to discuss program parameters, benefits, and eligibility requirements.
- Occasional visits to partner agencies to discuss and present program information.
- Collect applications from program clients, via partner agencies, to determine eligibility.
- Organize and prepare diapers for distribution to clients and coordinate pickup of diapers with partner agencies.
- Oversee volunteers helping with diaper preparation and distribution, as needed.
- Coordinate with AADB Operations Manager on purchasing, inventory, and distribution.
- Record, store, and secure information on program clients and distribution of diapers to clients.
- Assist with program evaluation with AADB Executive Director and National Diaper Bank Network.
- Prepare monthly reports of diaper distribution, client information, financials etc. for AADB Executive Director.
- Work with leadership to strategize, advocate for, and execute program growth.

Skills:

- Passion for the vision, mission and values of the Athens Area Diaper Bank
- Attention to detail
- Excellent written and verbal communication skills
- Proven ability to manage multiple duties and priorities in deadline-intensive situations

- Self-motivated and driven with excellent problem-solving skills.
- Must be flexible to accommodate changes and updates in this new program.
- Experience with spreadsheet and document software (Microsoft and Google products)
- Must be able to work/stand for several hours at a time
- Should be able to lift and carry up to 50 lbs short distances
- Must be willing to undergo drug screening tests and background checks.
- Ability to work in close partnership with Executive Director and Operations Manager
- Able to flourish in a creative team environment as well as operate independently.
- Experience with or an understanding of the issue of diaper need
- Passion for helping parents, children and families in need.

Requirements:

- Work or degree in social work, nonprofit program work, or similar background.
- Bachelor's degree preferred.
- COVID-19: All staff and volunteers must be fully vaccinated against COVID-19. Masks are required when in the presence of others in our facility, pending infection rates within the community.

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Qualified candidates should forward resume and cover letter to: jobs@athensareadiapers.com with Special Programs Manager in the subject line.

Athens Area Diaper Bank does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.