



ROGUE VALLEY COUNCIL OF GOVERNMENTS
Food & Friends | Meals on Wheels & Senior Meals Program
Nutrition Program Office Specialist III/

Home Delivery Coordinator

Job Announcement



ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a Nutrition Program Office Specialist III/Home Delivery Coordinator. This position assures prompt and accurate coordination of home delivery for the Nutrition Program in Josephine County in accordance with program requirements and Oregon Nutrition Standards. Supports in the coordination of all home delivery activities, including recruitment, supervision, training, and scheduling of volunteers. It also ensures accurate record-keeping of all paper/electronic documents and assists in fundraising activities and community relations as requested. *Please refer to the job description for complete details of the position's scope/duties.*

Hours: Full-time, 40 hours per week, Monday through Friday

Hiring Salary Range: \$3,293.68 to \$3,500.57 per month, depending on experience and qualifications. Exceptionally qualified candidates may be considered beyond the starting salary range. The top of the salary range is \$4,332.47.

Benefits: Phased eligibility per below.

Upon hire/First of month following hire: Holidays; vacation and sick pay; medical/dental/vision all 100% covered by employer regardless of dependent coverage option chosen (EE only, EE + Spouse, EE + Child(ren), Family options available); FSA (optional, per employee)

Upon successful completion of 6-month trial service: Non-PERS employer-funded retirement (13.02% of monthly salary); 457(b) contributions (optional, per employee – pre-tax or Roth); HRA contributions (employer-funded); Life/LTD/AD&D (employer-paid)

Special eligibility periods: Mercy Flights memberships (employer-paid); optional supplemental insurance (employee-paid)

THE PERSON

The ideal candidate will have knowledge of: safe food preparation and handling procedures and the use of various kitchen equipment; record keeping practices and procedures; basic arithmetic; and the differing needs of older adults. Candidates must also possess basic skills in Microsoft Office Suite software along with excellent interpersonal skills that support their delivery of high-quality service in a professional manner. The ability to do the following is also required for success in the position: organize work schedules to meet mandatory deadlines and learn the geographical areas, read maps, and schedule routes. Stressful deadlines and constant interruptions/distractions are routine in this position, and the candidate must be able to perform well in such conditions while remaining courteous and tactful with senior citizens, volunteers, and the general public. *Please refer to the job description for complete details of the required qualifications.*

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must:

1. Follow the application process described below, and
2. Have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.
 - Education: High school diploma or equivalent plus additional specialized training in office equipment including computers, word processing, spreadsheets, and database software.
 - Experience: A minimum of 3 years of administrative and/or clerical experience; experience in volunteer coordination or as a volunteer preferred.
 - Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

Applications will be considered as they are received and the position will be filled as a suitable candidate is identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit "How Do I > Apply for a Job" at www.rvcog.org. A cover letter describing how your experience prepares you to succeed in this role, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

