

MOUNTAIN FAMILY CENTER

Hunger Relief Manager

Position: Hunger Relief Manager

Location: Granby, Colorado, with travel to additional program sites

Employment Status: Full-Time, Hourly

Wage Range: **\$24.00–\$27.00 per hour**, based on experience and qualifications

Reports To: Executive Director / Assistant Director

Position Overview

Mountain Family Center is seeking an organized, motivated, and community-minded individual to serve as our **Hunger Relief Manager**. This hands-on leadership position oversees MFC's food pantry operations and hunger relief programs throughout Grand and Jackson Counties. The ideal candidate will demonstrate strong organizational skills, effective communication, a collaborative leadership style, and a commitment to serving our community with dignity and compassion.

Key Responsibilities

- Oversee daily food pantry operations, food distribution, inventory, purchasing, and deliveries across multiple locations.
- Supervise, train, schedule, and support hunger relief staff while coordinating volunteer needs.
- Maintain food safety standards, program compliance, and accurate client records.
- Coordinate TOTES for Kids, mobile food distributions, senior commodity programs, nutrition education, and seasonal food initiatives.
- Monitor program expenses, assist with grant reporting, and maintain required monthly program reports.
- Strengthen relationships with Food Bank of the Rockies, schools, community partners, and food donors.
- Collaborate with MFC leadership and other departments to improve operations and respond to changing community needs.

Desired Qualifications

- Experience in food distribution, community services, program coordination, or a related field.
- Demonstrated leadership, organizational, and problem-solving skills.
- Ability to manage competing priorities, schedules, and deadlines.
- Strong interpersonal skills and a commitment to teamwork and respectful client service.
- Basic computer proficiency and willingness to learn program reporting systems.
- Valid driver's license and ability to meet MFC driving requirements.
- supervisory experience and Spanish language skills preferred.

Why Consider This Opportunity?

This position offers an opportunity to grow professionally, develop leadership skills, contribute to organizational decisions, and make a meaningful difference in the communities MFC serves.

Internal Application Process

Current MFC employees interested in this opportunity are encouraged to submit a letter of interest outlining their relevant experience, qualifications, and interest in the position.

Submit to: Executive Director

Internal Application Deadline: To be announced

Mountain Family Center values internal professional growth and is committed to providing an inclusive, supportive, and collaborative workplace.

Building strength and developing self-reliance for individuals, families and seniors through responsive and collaborative services.