



### **FBH Community Program Director – VCAN**

FBH Community, Inc., a 501(c)(3) Public Charity, provides collaborative solutions for families who experience hunger, homelessness, poverty, or unfamiliarity with community resources. Under the FBH Community, Inc. umbrella, there are four distinct programs; Food Brings Hope, VCan, Prosperity and Homes Bring Hope. **Food Brings Hope**, FBH Community's first program launched in 2007, has a mission to nurture the mind, body, and spirit of underprivileged children in our community. Among other services, Food Brings Hope offers after-school programs, *KidsZone* in Elementary and *TeenZone* in secondary grades. Additionally, *FBHonors* is offered in some select schools for students who are academically advanced, from low socio-economic families. Starting in 2021, a program titled *Change the Code* was introduced in the elementary schools in the 32114-zip code to address the low reading scores in Palm Terrace, Turie T. Small, Campbell Middle and Mainland High School. Food Brings Hope provides meals, tutoring, and nutritional enrichment activities for at-risk students. Through many partnerships with agencies, organizations, and businesses in Volusia County, **VCan** provides immediate relief assistance to youth and families with children to address urgent needs like food and shelter, while connecting them with support services and resources in the community to help build long-term stability for their future. **FBH Prosperity** addresses more than a society's economy or an individual's financial wealth; it represents an environment in which everybody can achieve economic self-sufficiency. FBH Prosperity's mission is to facilitate affordable homeownership within the 32114-zip code community through education and training, financial resilience, career development opportunities and health support. In 2021, **Homes Bring Hope** was launched to make a significant impact in the lives of many hard-working Volusia County families, guiding each family through various barriers to the ultimate achievement of homeownership and breaking through the suppressive chains of generational poverty.

Essential Functions: The Director works closely with the Executive Director toward furthering the mission and goals of the VCan and Food Brings Hope initiatives. The position requires the use of independent judgement and exercising discretion to assist in directing, overseeing, developing, implementing and participating as needed in the VCan and Food Brings Hope programs. The duties of the position will include but may not be limited to the following:

- A. Supervising VCan help line in coordinating food and housing relief for children and youth under the age of 25 years, including families with children under the age of 18 years old in their care. The calls and texts need to be answered as soon as possible and no later than 24-hours including weekends and holidays
- B. Directly manage special programs designed to support families in need
- C. Provide resources and information to clients seeking assistance with hunger and/or homelessness
- D. Promote public awareness of the mission and its goals
- E. Assist in developing and maintaining partnerships to aid in the goals of the Company's mission

Initials: \_\_\_\_\_

- F. Coordinate and promote special events under the direction of the Exec Director
- G. Assist in building volunteer network within Volusia County to assist with daily program activities and special events
- H. Address business and civic groups
- I. Promote program activities and stories using various forms of media including: social media posts, e-newsletters, press releases, etc.
- J. Assist in writing and reporting for grants
- K. Maintain relevant and accurate records for the Company
- L. Provide leadership in community activities that further the humanitarian mission
- M. Provide administrative, documentation and hands-on support to the mission

Physical and Mental Requirements

- A. Strong computer literacy
- B. Strong written and oral communication skills, ability to converse with diverse public audiences, including public speaking
- C. Strong influencing skills
- D. Ability to work effectively with community organizations
- E. Ability to plan and organize program activities and manage their implementation
- F. Strong team building and team player skills
- G. Grant writing capabilities

Equipment Operated: Standard Office Equipment

Position Requirements

- A. College degree in human services or related field preferred
- B. Public speaking skills
- C. Strong interpersonal skills to be able to handle clients' issues and crisis
- D. Excellent Microsoft Office skills

Working Conditions: Performs administrative duties in office environment and public relations interaction in the field (various community locations)

Supervisory Control: Reports to the FBH Executive Director

Fair Labor Standards Act Status: Exempt

Signature:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date