

## OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

### *Diaper Bank Manager*

In this role, the Diaper Bank Manager will manage the operation, growth and development of the Diaper Bank program and ensure that requirements are aligned to build sustainable support in impacting the lives of thousands of residents; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

## WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.



We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

## VALUES

In addition to our EPIC values our external values are as follows:

### **Leadership**

We are guiding critical shifts in how people think and act to address the root causes of poverty

### **Collaboration**

We bring together all capable partners to achieve transformative results

### **Trust**

For over 50 years, the community has counted on us to empower those in need

### **Compassion**

We treat each person we serve respectfully and with great care

### **Justice**

We are passionate about advocating for those living in poverty and creating equity throughout the region

## WHAT YOU WILL ACCOMPLISH IN THIS ROLE

The Diaper Bank Manager will manage the operation of the OC Diaper Bank. The OC Diaper Bank distributes millions of infant diapers, and related goods, each year through a network of partner organizations. The Manager will manage inventory by making diaper purchases within budget, supervise staff, nurture relationships with partner organizations, promote Diaper Drives and solicit other infant items, oversee maintenance of delivery trucks and warehouse equipment, and manage other aspects of daily operations. The Manager will also support efforts to secure ongoing funding for the operation of the Diaper Bank which includes demonstrating leadership in supporting state-wide and national efforts to promote Diaper Banks. Bilingual in English and Spanish desirable.

The annual salary for this position is \$66,560 - \$74,000.

This position works on-site, a remote or hybrid schedule is not available.

## ROLES AND RESPONSIBILITIES

- Provide leadership in advancing the mission of the California Association of Diaper Banks and the National Diaper Bank Network.
- Manage, plan, and coordinate activities of the Diaper Bank program, ensuring that goal objectives are accomplished within the prescribed period.
- Work with a variety of partners and resources, and act as a representative of CAP OC for the community support programs.
- Manage the continuation and growth of the Diaper Bank program by maintaining operational procedures, understanding funding limitations, establishment of partner distribution sites and client intake process, develop and establish the delivery sites and schedules, and allotment of available



resources to various phases of the program. Manage and coordinate activities of Diaper Bank personnel to ensure project progresses on schedule and within budget. Confer with project personnel to provide technical advice and to resolve issues.

- Manage an allocation plan and distribution schedule of diapers through a network of community-based organizations. Evaluate and redirect delivery schedule and distribution sites as needed.
- Manage and oversee the budget providing for the bulk purchase of diapers.
- Serve as outreach liaison to community organizations to promote Diaper Drives. Interface with organizations and coalitions focused on service to infants. Represent the agency with the community, public, companies and other agencies for all community support programs.
- Promote and manage the Diaper Bank's financial donations, in-kind support and volunteerism.
- Project coordination of marketing, social media, outreach materials and communication activities for Diaper Bank program; collaborate with appropriate department(s) in creating, developing and communicating program activities.
- Confer with collaborative network and staff to outline work-plan and to assign duties, responsibilities and scope of authority for the Diaper Bank program.
- Review status reports on a regular basis and modify schedules or plans as required for the Diaper Bank program.
- Perform administrative duties of the Diaper Bank program including monitoring budget(s), producing and submitting reports.
- Other duties as assigned.

### **MANAGEMENT ROLES AND RESPONSIBILITIES**

- Manage the Diaper Bank staff by performing managerial duties such as:
  - Direct the interview, selection and training process for new members reporting to the Diaper Bank Manager position.
  - Manage, motivate and evaluate the performance of all assigned staff by utilizing EPIC values.
  - Ensure assigned staff follow all CAP OC policies, procedures and guidelines.
  - Handle discipline and termination of assigned staff with support from Director Food Bank and Human Resources.
  - Perform approval process of timecards, vacation and sick hours within approval process timeline.
- Monitor all program expenses and revenue according to the program's budget.

### **THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN**

- Developing and creating new and unique ways to improve the standing of the department and to create new opportunities.
- Providing exceptional customer service to all levels of staff, participants, and donors.
- Planning, organizing, executing and delivering projects, events and reports on time, within budget and achieving intended results.
- Understanding and applying governmental laws and/or regulations governing county, state and federal funded programs.
- Working independently and with self-direction while being collaborative within a team; exercising considerable judgment.
- Sourcing and developing contacts, both private and public, to support a community-based program.

- Record keeping principles and methods.
- Working efficiently within demanding time constraints and exhibiting exceptional time management skills.
- Managing a staff with full responsibility for staff meeting goals, job duties, performance and following all policies and procedures.
- Positively influencing others to achieve results that are in the best interest of the organization.

### **IDEAL CANDIDATE MUST BE**

- Customer service oriented: Establish and maintain effective working relationships with CAP OC's staff and management, employers, government agencies, business partners, donors and potential donors, and participants.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational and program effectiveness.
- Work focused: Be detailed oriented while working accurately and efficiently on a consistent basis without assistance.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Collaborative: Work collaboratively in a team environment both internally and externally with the capability to negotiate success outcomes for all parties.
- Organized: Implement self-planning and organizational techniques to develop and implement action plans to ensure projects, reports, and events are held on time and on budget.
- Flexible: May be required to work weekend/evenings/holidays when/if needed to meet client and/or production demands; workdays and work hours may change on a regular basis.
- Language skilled: Demonstrate a clear, concise and effective command of the English language, in both oral and written forms.
- Mathematical: In a timely manner correctly create, compose and complete mathematical equations on a computer or to complete forms for reports and/or presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other applications. Competently use portable devices including, but not limited to laptop, projector, cell phone and copier.

### **EDUCATION AND EXPERIENCE**

Required bachelor's degree. Minimum of 1 year of management experience and/or related work in a non-profit organization.

### **TRAVEL**

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local during the business day to/from CAP OC locations and incumbent will use personal vehicle. Possible travel may be during evening hours and possible out-of-the-area and overnight travel.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, stand, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, and prolong computer work. While performing kitchen duties, the employee is regularly exposed to prolonged periods of standing, bending, use of fingers, hands and arms, exposure to extreme heat, steam and cold present in a kitchen environment, food preparation equipment and sharp objects. The employee must regularly lift and/or move objects up to thirty (30) pounds. The employee will perform work duties in an office environment, warehouse and outdoors, working in varying temperatures and weather conditions. Employee will experience prolonged periods of both sitting and/or standing in the office environment and while attending CAP OC sponsored events.

### **MEDICAL EXAMINATION AND BACKGROUND CHECK**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### **HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County's website at [www.capoc.org](http://www.capoc.org).

