



Position Announcement  
**Project Manager (ARPA Temporary)**  
**(ARPA Funded through December 2024)**

Application Dates:

**February 10, 2022 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is filled.*

**About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**Job Description**

The Project Manager (PM) will organize, manage and plan projects to assistance the food insecure and others in Virginia Beach who are and who have experienced difficulties related to the COVID 19 Pandemic. The PM will work closely with their direct reports to ensure all project requirements, deadlines and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports and establishing effective project communication plans. This position and the direct reports to the Project Manager are grant funded by the City of Virginia Beach, Virginia under the American Rescue Plan Act (ARPA) that provides relief funds to state, local, and tribal governments that have been negatively impacted by the coronavirus pandemic.

PM will be responsible for the direct supervision of one Volunteer Coordinator, one Mobile Food Distribution Coordinator, one CDL Driver and one Warehouse Assistant.

*This is a temporary assignment through December 2024. Incumbent in Temporary PM position will be given priority for offer as a regular hire if position is converted to regular hire status and added to organizational structure for the Operations Department. Position will be evaluated after 18 months to determine feasibility of conversion and addition to headcount.*

**Work Hours/Shift:** Monday-Friday (40 hours/week; some weekend and evening work required for meetings, special events, and out of town conferences.

**Essential Education:** Minimum: A Bachelor’s Degree in related field, Master’s preferred or equivalent combination of education and experience. Preferred: Project Management Professional (PMP) certification is a plus.

**Work Experience**

**Minimum:**

- 7+ years project management experience from conception to implementation to end of project

- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).
- 5+ years supervisory experience.
- Experience coaching and educating project teams to strengthen team members' capabilities and skill sets.
- Experience as a PM with government contracts is a plus.
- Experience with non-profits is a plus.
- Proven experience leading project teams.
- Strong written and verbal communication skills.
- Strong presentation skills.
- Strong attention to deadlines and budgetary guidelines
- Equivalent combination education and experience is acceptable providing they are comparable in type, scope and thoroughness of position's education and experience requirements.
- Preferred: Professional PMP certification.

**Requirements:**

- Proven success working with all levels of management.
- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Strong presentation skills.
- Must have above average computer skills and experience with cloud based and computer platforms.
- Valid driver's license and satisfactory driving record.
- Preferred: Project Management Professional (PMP) certification

**Physical Demands:** While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 30 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Pay:** Starting at \$65,770.00 annually.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process, please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*