

**ASSISTANT DIRECTOR OF PROGRAM SERVICES, FRIENDSHIP CAFE (Full Time)  
REPORTING LOCATION: 618 TUCKER STREET, RALEIGH**

Meals on Wheels of Wake County serves 1,400 lunchtime meals every weekday to homebound older adults, seniors at our Friendship Cafes, and persons with disabilities in Wake County. The Assistant Director of Program Services for the Friendship Cafes works with our Friendship Café site managers and volunteers to ensure our clients receive a hot meal in a social setting Monday – Friday!

**MAJOR RESPONSIBILITIES**

- Responsible for the management and daily operation of 11 Friendship Cafes for Meals on Wheels of Wake County to ensure all eligible participants are well served.
- Recruit and manage Cafe Site Managers to ensure participants are served efficiently and effectively to meet program requirements by reinforcing relevant MOW program policies and procedures.
- Develop and maintain strong working relationships with other agencies and community service providers, including Resources for Seniors and local municipalities.
- Plan and coordinate training for Cafe Site Managers to enable them to effectively lead the sites and manage the participants and volunteers.
- Promote MOW in Wake County communities through effective public relations and community involvement.

**REQUIREMENTS**

- Bachelor's degree or equivalent experience, preferably in Human Service Administration, Nutrition, Social Work, Gerontology or a related field
- Strong leadership and organizational skills; attention to detail and accuracy
- Ability to work independently and prioritize work based on MOW's needs and priorities
- Strong interpersonal skills; ability to develop and maintain effective working relationships with all constituencies

This is a full time position with a salary range of \$50,000-\$55,000  
Hours of operation are 8am – 5pm Monday – Friday.

**BENEFITS**

- Paid holidays & emergency closure days
- Vacation & sick leave accrued monthly
- Health Insurance & employer retirement match

**TO APPLY**

Please email Sharon Lawson, Director of Program Services, at [sharon@wakemow.org](mailto:sharon@wakemow.org) a cover letter stating why you are interested in working for Meals on Wheels and your resume.