



Do you want to be part of an innovative organization making an impact upon the quality of life for hundreds of vulnerable Yolo County seniors and disabled? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

POSITION SUMMARY

This position reports to the Executive Director and ensures that the administrative functions of the organization are conceptualized and carried out in a manner that enhances the mission, impacts, and outcomes related to providing nutrition and socialization to vulnerable senior citizens and others with mobility challenges. The Deputy Director is included in organization-wide strategic planning and decision-making and has a pulse on both short and long-term operational objectives, as well as a comprehensive view of the strengths, weaknesses, opportunities, and threats experienced by the organization.

KEY RESPONSIBILITIES

- Participate in organization-wide strategic planning and goal setting activities.
- Ensure continuity of key human resources activities, such as recruitment, onboarding, retention, leaves, separation, recordkeeping, and payroll management. Work with HR consultant to maintain compliance with all applicable employment laws and regulations.
- Manage relationship with fiscal consultant and other staff to ensure AP/AR continuity, overall financial stability, and related compliance with reporting requirements for governmental grant funding.
- Support programmatic, operational, development, and marketing functions, as needed.
- Direct supervision of 1-2 employees.
- With Executive Director, foster and build relationships widely in the community by crafting targeted communications, engaging with professional and at community events, providing program updates, and other effective activities.
- Participate in organization-wide events and initiatives and attend all Board of Directors meetings.
- Coordinate with other staff as needed to integrate all strategic elements of MOW Yolo work to strengthen organizational impacts and outcomes.
- Model MOW Yolo core values and organizational culture in all work efforts.

QUALIFICATIONS AND EXPERIENCE

- Three+ years of nonprofit or for-profit administration and/or human resources and/or finance experience, or equivalent professional background.
- Motivated self-starter with proven leadership skills.
- Passion and enthusiasm for the mission and work of MOW Yolo that achieves goals by inspiring and motivating co-workers and the community.

- Able to demonstrate a high level of integrity and strong interpersonal skills that build relationships both internally and externally.
- Comfortable working with Microsoft Office Suite; Google Workspace familiarity a plus.
- Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.

POSITION REQUIREMENTS:

- Valid California driver's license and proof of insurance.
- Proof of COVID-19 vaccination + booster required.

COMPENSATION & BENEFITS

Salary range is \$70,000 - \$75,000 per year plus benefits including paid medical, dental, and vision, vacation, sick leave, personal day, and 10 holidays annually.

APPLICATION PROCEDURE & TIMELINE

Please submit your resume to HR@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

ABOUT MEALS ON WHEELS YOLO COUNTY

The Meals on Wheels concept first arrived in Yolo County 50 years ago, when the need for low-income, homebound seniors to receive nourishing meals was identified by compassionate volunteers. By 1975, demand had increased, and the nonprofit now known as People Resources, Inc. – operating as Meals on Wheels Yolo County – took the lead to ensure the continuity of this important work. Not surprisingly, the service level has grown more than 50 times larger since those early days. Approximately 400 Yolo County seniors in need of assistance are now provided with five nourishing meals each week via three weekly wellbeing visits by a trained, caring volunteer. Focused upon building the organization's capacity and operational fortitude, "Operation Accelerate" is speeding ahead Meals on Wheels Yolo County's ability to nourish more seniors in more Yolo County communities, more nutritiously and more equitably in the near future.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org