

Program Coordinator for Mobile Food Distributions

Classification: Full time, non-exempt

Department: Operations

Reports To: Executive Director

Hours: 40 hours/week, M-F, 7:45am to 4:30pm

Compensation: \$16.00/hour. Benefits include health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, generous PTO and 13 paid holidays.

SUMMARY:

The Program Coordinator for Mobile Food Distributions' primary responsibilities include planning and managing the Mobile Food Distribution Program through coordinating dates, sites, logistics, and menus.

DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive plan for the Mobile Food Distribution Program.
- Manage the "Food on the Move" Mobile Pantry Program in collaboration with the University of IL Extension.
- Manage the Illinois Local Food Purchasing Assistance federal program.
- Coordinate the Pop-Up Produce Giveaway Program.
- Identify sites based upon need and lack of access to nutritious food.
- Maintain the Mobile Food Distribution calendar and communicate additions/changes to staff.
- Determine appropriate mobile food distribution sites based on need and sponsor's restrictions.
- Communicate with site contacts to determine need and dates.
- Work with the Food Sourcing Manager to coordinate menus.
- Work with the Warehouse Supervisor to coordinate driver availability.
- Work with the Development Coordinator to organize volunteers if needed.
- Ensure adherence with all TSFB, Feeding America, and applicable government regulations.
- Ensure sponsor and grantor requirements are met.
- Work with the Development Director and Executive Director in providing data for grant reports.
- Maintain accurate records of mobile food distribution events including date, location, county, pounds distributed, households and individuals served, and funds spent on purchased products.
- Work with sites on promoting and publicizing events and prepare and provide advertisements to sites.
- Provide appropriate signature sheets to driver/volunteer/site personnel and collect sheets afterwards and disseminate to appropriate TSFB staff.
- Log invoices for MFD's, Operation Full Pack, Senior Grocery Program, Southern Illinois "Food on the Move" Program, and Pop-Up Produce Giveaways on the MFD spreadsheet.

SKILLS AND OTHER REQUIREMENTS

- A minimum of a high school diploma or GED. Bachelor's degree preferred.
- Must be able to work well with the public and possess good customer service skills.
- Highly organized with the ability to handle multiple priorities and work independently with minimal supervision.
- Advanced knowledge in MS Office, especially Excel and Word, good internet research skills and online reporting.
- Good written and verbal communication skills.
- A team player.
- Willing to participate in community events (indoors and outdoors).
- Must have a valid driver's license, carry insurance on personal vehicles, and be insurable by Tri-State Food Bank.

To apply: Submit resume or complete TSFB employment application (available for download at www.tristatefoodbank.org) and submit to Glenn Roberts, Executive Director, 2504 Lynch Road, Evansville, IN 47711.