

# Child Hunger Programs Coordinator

Tri-State Food Bank, Inc.

Classification: Full-time, non-exempt    Department: Agency Services    Reports to: Programs Director

Compensation: Starting pay is \$15.00/hour. Benefits include health/dental/vision insurance, life insurance, IRA contribution, and PTO.

## Job Summary

The Child Hunger Programs Coordinator is responsible for developing and managing child hunger initiatives including the Weekend BackPack Food for Kids Program and the Child and Adult Care Food Program (CACFP). Other programs include summer BackPacks and school pantries. This position performs an administrative role between programs and program sponsors connecting resources to communities and overseeing compliance. Serving as a strong advocate, the Child Hunger Programs Coordinator will implement hunger initiative programs in low-income areas, and promote growth of these programs through building and maintaining relationships with new and existing community partners.

## Duties and Responsibilities

- Become the Tri-State Food Bank (TSFB) child hunger expert on all aspects the programs, including all policies, procedures and regulatory guidance applicable to program implementation, product distribution and reporting.
- Manage the administrative aspects of the CACFP in compliance with USDA, the Department of Education, and applicable state agency requirements. Submit claims and receipts for reimbursement in a timely manner.
- Serve as the point of contact and manage administrative aspects of TSFB sponsored feeding programs including documentation, data entry, communication, and required follow-up. Conduct site visits to monitor and report for program compliance.
- Manage the administrative aspects of the Weekend BackPack Program in compliance with Feeding America.
- Manage other various outreach feeding programs including summer BackPacks and school pantries.
- Collect, analyze, and submit data for evaluation and prepare periodic written reports in a timely manner.
- Maintain accurate, complete, and updated programmatic records and files.
- Work with Development Team to assist with site commitments, provide program reporting, data, budget numbers, and any other information to fulfill grant requirements; track grants to maximize funding.
- Conduct needs assessments and identify potential partners for child feeding programs.
- Establish contacts in rural communities – stakeholders interested in ending rural hunger – including school officials, food pantries, soup kitchens, church staff and volunteers, community & civic organizations, and government agencies.
- Perform outreach to secure new sites for TSFB feeding programs with a focus on sustainable growth; train new and existing sites on program requirements, submission of required monthly data and reports, and food safety; expand existing feeding programs.
- Continuously research/benchmark best practices for programs with respect to types of programs offered as well as effective operation of programs.
- Assist Programs Director and Agency Services Department as needed; perform other relevant duties as assigned.
- Work occasional Saturday Volunteer Blitzes and annual food drives along with other TSFB staff.
- Represent TSFB at community meetings as assigned.

## Qualifications

A deep commitment to the mission of Tri-State Food Bank to end hunger in our community. Experienced administrator with exceptional communication skills, attention to detail, a team player and a goal-driven attitude. Must be proficient in Microsoft Word, Microsoft Excel, and have basic graphic design skills. Must have a valid driver's license, carry insurance on personal vehicles, and be insurable by Tri-State Food Bank.

To apply: Send cover letter and resume to: CHOPC Search, Tri-State Food Bank, 2504 Lynch Road, Evansville, IN 47711, Attn: Heather Owens, Programs Director or via email at [heatherowens@tristatefoodbank.org](mailto:heatherowens@tristatefoodbank.org)

October 7, 2021