

Mobile Food Distribution Coordinator

Classification: Part-time, non-exempt
Department: Operations
Reports To: Operations Director
Hours: 20 hours/week, M-F, 8am to Noon
Compensation: \$14.00/hour

SUMMARY:

The Mobile Food Distribution Coordinator's 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
- 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 and notifications to sites.
- Provide appropriate signature sheets to driver/volunteer/site personnel and collect sheets afterwards and disseminate to appropriate TSFB staff.

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 under minimal supervision.
- Advanced knowledge in MS Office especially Excel and Word, and good internet research skills and on-line 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 Keith Lehman, Operations Director, 2504 Lynch Road, Evansville, IN 47711.