

Senior Hunger Programs Coordinator

Tri-State Food Bank, Inc.

Classification: Full-time, non-exempt Reports to: Director of Agency Relations and Programs

Compensation: Starting pay is \$14.42/hour. Benefits include health/dental/vision insurance, life insurance, IRA contribution, and PTO.

Job Summary

The Senior Hunger Programs Coordinator is responsible for managing and growing the USDA Commodity Supplemental Food Program (CSFP), and for developing new initiatives to provide food to needy senior citizens. This position serves as an administrative role in developing programs, connecting communities to resources, and overseeing compliance.

Duties and Responsibilities

- Conduct needs assessments and identify potential partners and sites for senior feeding programs.
- Manage the administrative aspects of the Commodity Supplemental Food Program (CSFP) in compliance with USDA in Indiana, Illinois and Kentucky.
- Serve as the point of contact and manage administrative aspects of Tri-State Food Bank sponsored senior feeding programs including scheduling, documentation, data entry, communication, and required follow up.
- Perform outreach to secure new sites for Tri-State Food Bank feeding programs and expand existing feeding programs.
- Conduct site visits to monitor and report for program compliance.
- Train new and existing sites on program requirements, submission of required monthly data and reports, and food safety.
- Become the TSFB senior hunger expert on all aspects the programs, including all policies, procedures and regulatory guidance applicable to program implementation, product distribution and reporting.
- Represent TSFB at community meetings as assigned.
- Continuously research/benchmark best practices for programs with respect to types of programs offered as well as effective operation of programs.
- Establish contacts in rural communities – stakeholders interested in ending rural hunger – including school officials, pantries/soup kitchens, church staff and volunteers, community & civic organizations, and government agencies.
- Work with the Development Team to provide program reporting, data, budget numbers, and any other information necessary to fulfill grant requirements.
- Work occasional Saturday Volunteer Blitzes and annual food drives along with other TSFB staff.
- Perform other relevant duties as assigned.

Qualifications

A deep commitment to the mission of Tri-State Food Bank to end hunger in our community. An experienced administrator with exceptional communication skills, attention to detail, a team player and a goal-driven attitude. Ability to manage and prioritize multiple tasks, work under pressure, meet deadlines and ensure consistent follow-up. Must have strong interpersonal and problem solving skills. Must be proficient in Microsoft Word, Microsoft Excel, Gmail, Google Calendar, database management, and have basic graphic design skills. Local travel is required, and applicant must have a valid driver's license, carry insurance on his/her personal vehicle, and be insurable by Tri-State Food Bank.

To apply: Send cover letter and resume to: Senior Hunger Programs Coordinator Search, Tri-State Food Bank, 2504 Lynch Rd., Evansville, IN 47711, Attn: Heather Owens, Director of Agency Relations and Programs or via email at agency@tristatefoodbank.org

November 25, 2020