



## **WEST REGIONAL FOODBANK OUTREACH COORDINATOR Position Announcement**

### **About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 331 million pounds of food equating to over 275 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2016-2017 fiscal year, the Foodbank distributed over 18 million pounds of food equating to 15 million meals to the community.

### **Position Overview:**

The West Regional Outreach Coordinator for Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA), will manage and coordinate outreach, in the cities and counties of Portsmouth, Suffolk, Franklin, Isle of Wight, Southampton Country and Sussex. The West Regional Outreach Coordinator will serve as the mobile pantry lead for FSEVA, and will report to the Community Outreach Manger in the Strategy and Innovation Department.

This individual will ensure Memorandum of Understanding, (MOU's) are signed, schedule dates and times for distributions are listed on the FSEVA website, and coordinate with the Nutrition department and the other Regional Outreach coordinators to ensure all mobile pantries have implemented produce nudges, healthy recipes, and on-site nutrition education.

**Work Hours/Shift:** Monday-Friday; full-time hourly, some weekend and evening work required for meetings, special events, and out-of-town conferences

### **Essential Education and Experience:**

Bachelor's Degree and at least 2 years of progressive experience in nonprofit, human services field with a demonstrated ability to work with people from a variety of backgrounds, and community outreach planning.

### **Essential Duties and Responsibilities:**



- Identify the need for and support Food Bank programs such as Kids Cafe, BackPacks, Mobile Pantries, School Pantries and other future programs.
- Actively participate in regional collective impact initiatives.
- Link partner agencies with their local resources, both public and private, to assist partner agencies in accomplishing their mission.
- Actively recruit agencies when necessary.
- Ensure the provision of technical assistance needed by partner agencies.
- Provide ongoing evaluation of regional needs and the capabilities of our partner agency network, paying particular attention to areas of low resources and high need, pounds/meals per person in poverty and other measurements of hunger and food insecurity.
- Assist in the development and implementation of strategies to expand participation in Child Nutrition Food Programs such as the Summer Food Service
- Identify non-partners in strategic areas of the assigned region that could benefit from a partnership with FBSEVA.
- Participate in the Agency Advisory Council meetings and serve as Staff Lead for subcommittee(s), as requested.
- Conduct outreach to partner agencies, program sites, and community-based partners, providing information on SNAP benefits and eligibility in assigned region
- Assist individuals with enrollment in SNAP, with a goal of completing 50 applications per month.
- Communicate details of Mobile Distribution across service area with appropriate staff including: warehouse/facilities manager, inventory coordinator, production coordinator, volunteer coordinator and the mobile pantry driver.
- Maintain calendar, files, database and records for Mobile Pantry program, including daily service counts.
- Complete monthly statistical reports computing demographic data for distribution by site; as well as city/county calculations.
- Coordinate with Nutrition staff for healthy recipes for mobile pantries.
- Ensure all necessary equipment and vehicle(s) are available for pantry program.
- Attend community outreach events, fairs, and forums, as needed.
- Commit to and understand the FSEVA's mission, sharing the mission, vision and values of the organization.
- Actively participate and collaborate in philanthropy and outreach programs.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as needed or requested by the Community Outreach Manager, Director of Programs or Senior Management [CEO and CSO].

\*Other Duties as Assigned



### **Requirements:**

- Knowledge of community resources and services.
- Community minded with strong relationship or “people” skills; outreach skills.
- Excellent computer skills: Microsoft Office and ability to quickly learn and master in-house computer software programs
- Excellent organizational, teamwork and relationship building skills
- Demonstrated ability to clearly, concisely and effectively communicate orally and in writing.
- Ability to prioritize, meet deadlines and produce results in a fast-paced environment
- Ability to train or teach others with clarity, flexibility, and organization.
- Able to research and coordinate resources, as well as analyze and interpret demographic, geographic and other relevant data sets as it relates to the Food Bank’s service area and network of partner agencies.
- Critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to manage, supervise and deliver results on multiple projects and activities

**Travel Requirements:** Regular travel for local and regional meetings; periodic travel for out-of-state meetings, conferences and trainings; valid driver’s license required.

**Physical Demands:** While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 40 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus when operating equipment (Foodbank 15 Passenger Van).
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

### **Compensation and Benefits:**

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.



*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*

**How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org)**