



**REGIONAL OUTREACH COORDINATOR
EAST REGION
Position Announcement**

**Application Dates:
October 10, 2019 – November 8, 2019**

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

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 290 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 2017-2018 fiscal year, the Foodbank distributed nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at <https://foodbankonline.org/strategic-plan/>.

POSITION OVERVIEW:

The **Regional Outreach Coordinator – East Region** for the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) will report to the Community Outreach Manager and will collaborate with a team of professionals and volunteers to support for the Foodbank’s mission, "leading the effort to eliminate hunger in our community."

The Regional Outreach Coordinator – East Region will manage and coordinate outreach, as well as collective impact and capacity building efforts in the cities of Virginia Beach and Chesapeake. This position will serve as the "Client Data Tracking Lead" and will be responsible for developing the onboarding process for partner agencies and program sites, and serve as the contact person for any system/reporting.

RESPONSIBILITIES:

- Identify the need for and support Food Bank programs such as Kids Cafe, BackPacks, Mobile Pantries, School Pantries and other future programs.
- Support the enhancement of the capacity of our partner agency network to address food insecurity.
- Assist with the development of collaborative partnerships in under-resourced neighborhoods.
- 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.
- Assist individuals with enrollment in SNAP.
- Attend community outreach events, fairs, and forums, as needed.
- As primary contact for client data tracking, train FSEVA staff and partner agencies on use of the data tracking system and support them in Hunger Count reporting through the software.
- Manage the onboarding and rollout of the client data system to FSEVA members.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the FSEVA.
- Other duties as assigned direct supervisor, department head or Senior Management.

WORK HOURS/SHIFT:

- Monday-Friday; full-time hourly position, the position requires occasionally working nights and/or weekends

EDUCATIONAL ACHIEVEMENT:

Minimum:

- Bachelor's degree.

WORK EXPERIENCE:

Minimum:

- 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

REQUIRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:

- 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
- Valid Driver’s License. Ability to work independently on numerous projects simultaneously.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Ability to work evenings and weekends, as needed.

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 20 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.
- 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.

TRAVEL REQUIREMENTS:

- Local and regional travel required. Overnight travel required for Feeding America Capacity Institute participation.

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 no later than August 23, 2019.