



**Position Announcement
Food Hub Site Coordinator**

2 Positions: Jordan Newby/Youngs Terrace and Sentara - Berkeley

Application Dates:

Internal and External Posting July 15, 2022

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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview: The Food Hub Site Coordinator will report to the Community Impact Manager and serve as a vital team member in the Programs and Development Department. The Site Coordinator will manage and coordinate the day-to-day operations for the food hub, working on site at the food hub location. This individual will also use an equity lens to assess and make recommendations to the Community Impact Manager for creation of partnerships to help address food insecurity and its root causes; and act as a liaison for food hub volunteers, clients and community partners.

Work Hours/Shift: Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

Duties and Responsibilities:

- Oversee daily tasks to ensure site is operational. This includes but not limited to oversight of Apple Corps team members and volunteer staff when needed, conducting quality assurance of all inventories, stocking pantry shelves, ordering of Produce and shelf-stable items.
- Utilize FSEVA Client Insight platform, L2F for client intake.
- Enhance existing community partner relationships and provide insight for new partnerships with traditional and non-traditional, transformational community partners that support the Foodbank’s efforts to build pathways for impacted communities to achieve access to living wage careers, including but not limited to higher education and workforce development partnerships, financial literacy and other training and resources.
- In collaboration with the Health Equity Manager, prioritize evolving equitable program interventions addressing food insecurity and related social determinants of health.
- Partner with SNAP Community Access Manager to ensure the site and community partners have information on SNAP benefits and eligibility.
- Cross train with SNAP Community Access Manager to be fully functionally able to assist clients with SNAP applications.
- Provide information and referral help to individuals and families based upon a comprehensive understanding of food and other available community resources.
- Provide analysis and regular reports through CERES on product flow through, inventory and client marketing and intervention techniques that drive high utilization of healthy food selection.
- 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.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Educational Achievement:

- Minimum: High School Diploma
- Preferred: Associate's or 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 impact planning
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religious, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- Ability to partner with key community partners.
- Knowledge of community resources and services.
- Community minded with strong relationship or "people" skills; outreach skills.
- Excellent interpersonal, verbal and written communication 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
- Excellent customer service skills and ability to train or teach others with clarity, flexibility, and organization.
- Ability to manage, supervise and deliver results on multiple projects and activities
- Valid Driver's License

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee frequently is required to stand and or walk for extended periods of time.

Travel Requirements: Local and regional travel required.

Pay Rate: Minimum Base Pay Starts at \$18.21 – pay may be higher for candidate based on education level, experience, credentials...

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

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.