



Position Announcement  
**Mobile Market Coordinator**  
Application Dates:  
***External & Internal Posting***  
***September 2, 2021- Until Filled***

**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](http://www.foodbankonline.org), Facebook, or Twitter.

**Position Overview:** Under direct supervision of the Community Impact Manager; the Mobile Market Coordinator is responsible for operating and maintaining all aspects of the Mobile Market distributions in our service area for the Mobile Distribution team of the Foodbank of Southeastern Virginia and the Eastern Shore.

**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.

**Travel:** Local and regional travel required. Infrequent overnight travel required for training and conferences.

**Duties and Responsibilities:**

- Coordinate all aspects of the Mobile Market to include: secure site for mobile distribution; coordinate site memorandum of understanding (MOU); schedule dates/times with Impact and Innovation Department (Programs); procure necessary provisions and equipment; and schedule volunteers.
- Coordinate MOU with site; make initial contacts and ensure MOUs are signed and record scheduled dates and times for distributions.
- Communicate details of mobile distribution with appropriate staff including: Logistics and Facilities Manager, Inventory Control Coordinator, Production Coordinator, Volunteer Coordinator and the CDL Driver scheduled for the mobile market.
- Coordinate volunteer requests for the mobile market.
- Partner with Volunteer Management Team to transport, train and supervise volunteers during tasks/assignments and share responsibility for the overall volunteer experience at the Foodbank.
- Recruit team leaders to participate in mobile market distributions.
- Register volunteers who go directly to site.
- Provide all required equipment and supplies to volunteers and all other miscellaneous items as needed.
- Collect client information and provide direct client assistance.
- Conduct distribution: coordinate activities onsite for Apple Corps, driver and volunteers during mobile market operations to ensure the food distribution occurs in a safe and logical manner.
- Ensure environment and activities at mobile distribution site promote food safety.
- Collect daily service counts and compile data into excel spreadsheets.
- Maintain calendar, files, database and records for mobile markets.
- Complete monthly statistical reports computing demographic data for distribution by site as well as city/county calculations.

- Coordinate with Impact and Innovation Department (Programs) for healthy mobile market recipes.
- Receive product weekly, inventory, stock and restock as needed inspecting for quality.
- Meet the requirement of distribution goals for Mobile Market annually.
- Commit to and understand the FSEVA's mission to include: active participation in sharing the mission, vision and values of the organization, internally and externally.
- Cross train for other departmental tasks.
- Other duties as directed by the Chief Impact Officer, Director of Programs and Community Impact Manager.

**Educational Achievement:** High school diploma or general education degree (GED).

**Work Experience:**

- 12 months related experience.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).
- CDL Operator License, preferred but not required.

**Required Skills, Abilities & Certifications/Licenses:**

- Food Handler's Certificate (can be obtained after hire).
- Lift Truck Certification (can be obtained after hire).
- CDL License (can be obtained after hire).

**Physical Requirements:**

This job requires that weight be lifted or force be exerted up to 20 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.

**Job Type:** Full-time.

**Pay:** Starting at \$18.31 per hour.

**To Apply:** Submit an online application at <https://foodbankonline.org/about-us/careers/>.

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](mailto: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.*