



Position Announcement

Food Hub Site Coordinator-Community Feed at Berkley

Application Dates:

July 26,2023 (open) Until Filled.

Resumes will be reviewed on a rolling basis until the position is 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 , Facebook, or Twitter.

Position Overview:

The Foodbank currently operates three Norfolk-based food hubs. Our Community Feed at Berkley Food Hub is co-located and in partnership with a local healthcare provider. Each food hub is in low-food access, low to moderate-income areas of Norfolk impacted by disparate food insecurity. Each is focused on delivering the Foodbank’s food PLUS model – providing food and wraparound, holistic services to address the root causes of hunger, including healthcare, financial literacy, nutrition education, workforce development, SNAP application support, and other needed community resources. At these sites, the Foodbank works to remove barriers to treatment and improve access to fresh, affordable, nutritious foods by leveraging our expertise in sourcing fresh produce, lean protein, dairy products, and shelf-stable food. Food is provided through our free charitable food distribution model.

The Food Hub Site Coordinator will report to the Director of Programs and be a vital team member in the Programs and Innovation 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 Director of Programs for creating 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: Monday – Friday; full-time. This position requires occasional nights and/or weekends.

Duties and Responsibilities:

- Oversee daily tasks to ensure the site is operational. This includes but not limited to overseeing volunteer staff when needed, conducting quality assurance of all inventories, stocking pantry shelves, and ordering 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 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 organization's mission, vision, and values, 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 or general education degree (GED)
- Preferred: Associate's or Bachelor's degree

Work Experience:

- Minimum: 2 years of progressive experience in the nonprofit, human services field with a demonstrated ability to work with people from a variety of backgrounds, and community impact planning.

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.
- Demonstrated ability to communicate orally clearly, concisely, effectively, 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.

Preferred Skills, Abilities & Certifications/Licenses: N/A

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

- Lift weight or force be exerted up to 25 pounds when handling donations, documents, or files.
- Close vision (unobstructed vision at 20 feet or more); working with documents, computer screens and filing.
- Distance vision (unobstructed vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- 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.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Travel Requirements:

- Local and regional travel required.

Pay: Starting at \$20.00/hour

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecruiting@foodbankonline.org , Subject: Food Hub Site Coordinator-Community Feed at Berkley

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.