



Position Announcement:
Partner Support Coordinator

Application Dates:
May 5, 2025, until filled

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore has proudly provided more than 400 million meals to our neighbors in need. Serving eleven cities and counties where one in ten neighbors are food insecure, we play a vital role in the fight against hunger by collecting, storing, and distributing nutritious food. In addition, we focus on long-term solutions towards self-sufficiency by addressing the root causes of hunger. Our mission is supported by a dedicated network of volunteers, generous donors, and compassionate community partners. Together, we strive to ensure that no one in our community goes to bed hungry. To learn more, visit foodbankonline.org or find us on [Facebook](#), [Instagram](#), [LinkedIn](#), [X](#), and [TikTok](#).

Position Overview:

The Partner Support Coordinator is responsible for providing excellent customer service to partner agencies, understanding agencies' operations and developing those relationships with the partner agency to support the mission of the Foodbank.

Responsibilities:

- Provide support to the Regional Partner Agency -Marketplace Manager in the Agency Marketplace.
- Visit partner agency locations and distributions to acquire knowledge about their operations.
- Assist the Partner Agency Compliance Coordinator with biennial partner agency inspections & annual USDA TEFAP site reviews.
- Process, monitor and audit monthly reports against distribution to ensure accuracy and completeness. Document all monthly report information into CERES, spreadsheets, and Airtable.
- Assist with partner agency special events.
- Assist with onboarding and training partner agencies on the Service Insights, digital intake platform.
- Support the Marketplace AE3 Specialist.
- Commit to and understand 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.

Desired Qualifications:

- 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.

Working Conditions:

- part-time, non-exempt
- Frequent local travel is expected; a Foodbank vehicle is available for work-related travel
- Occasional work on evenings and weekends for meetings, special events, and out-of-town conferences

Compensation:

Offered at \$20/hour

Featured Benefits:

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| • Medical insurance | • 11 paid holidays |
| • Vision insurance | • One-week paid office closure |
| • Dental insurance | • 401(k) |
| • Generous paid time off | • Employee development |

How to Apply:

Complete the application at foodbankonline.org/about-us/careers/ or email a resume and cover letter to orfrecruiting@foodbankonline.org with the subject: *Partner Support Coordinator*.

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.