



## FOOD BANK OF NORTH ALABAMA

### JOB OPENING

**I. JOB TITLE: Special Programs Coordinator**

Reports to: Executive Director  
Location: Huntsville, AL  
Salary Range: \$31,200, plus benefits  
Type: Full-time

**II. JOB FUNCTION**

Collaboratively work to provide nutritious food to those in need, particularly portions of the population that are underserved, in the Food Bank's 11-county coverage area. This position will coordinate the recruitment, distribution and record keeping of several special programs, including: Summer Meals for kids, mobile pantries, Kids Harvest and the Commodity Supplemental Food Program for seniors. This position also will support other Food Bank programs such as Weekend Meal Kits/Backpack Program, Diaper Bank, Double-up Bucks and the Farm Food Collaborative. On-site monitoring/auditing of Summer Meal programs. On-site management of mobile pantries and the logistics necessary for successful distributions.

**III. BACKGROUND**

The Food Bank of North Alabama is a nonprofit, tax exempt charity affiliated with Feeding America. We procure, warehouse and distribute food to the ill, children and needy. Each year we distribute 7.4 million meals to over 100,000 people in North Alabama through a network of 250 charitable feeding programs – including food pantries, soup kitchens and children backpack programs. We also pursue proactive solutions to end hunger and poverty through initiatives aimed at supporting local farmers and improving our local food system.

**IV. DUTIES AND RESPONSIBILITIES**

- Implement the new Commodity Supplemental Food Program for seniors by recruiting participants, developing a distribution plan in concert with the operations team and working with volunteers to prepare the food boxes all while following strict national and state guidelines.
- Recruit and screen Summer Meal sites, promote the Summer Meals program, complete compliance audits on site visits, complete meal ordering and perform the follow-up paperwork. Coordinate with the Alabama Food Bank Association.
- Maintain and develop relationships with current and potential mobile pantry locations.
- Schedule and plan mobile pantries.
- Provide reports and documentation on a regular basis. Analyze data to help determine best practices.
- Provide nutrition and healthy eating awareness to clients across all demographics via outreach activities at mobile pantries and partner agency visits through collaboration with community organizations.
- Maintain a key contact data base and become familiar with the Food Bank's various programs.
- Provide training and guidance to Summer Meal sites, mobile pantry and packing volunteers.
- Attend various networking and professional meetings.
- Ensure mobile program grant funds are being utilized per terms of each grant.
- Demonstrates a pleasant, professional and helpful attitude at all times.
- Local travel is required.
- Perform other related duties and assignments as required.

## V. QUALIFICATIONS

### Education and Experience

- Bachelor's degree from an accredited college or university and/or comparable experience.
- Experience in nutrition education or volunteer coordination is a plus.

### Skills and Abilities

- Excellent customer service and relationship building/interpersonal skills.
- Excellent communication skills (written and oral).
- Ability to self-start, work independently as well as work effectively in a team.
- Strong problem-solving skills in a team approach.
- Outgoing and communicative by nature.
- Proven ability to motivate others and foster an energizing, cooperative environment.
- Strong organizational skills with an attention to detail and accuracy.
- Proficiency using databases and Microsoft Office Professional Suite.
- Valid Alabama driver's license and vehicle insurance.
- Experience driving a commercial-size van or small box truck is a plus.

## VI. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to process information through a computer system.
- Ability to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to lift 30 pounds.
- Ability to load and unload product on to or off of vehicle by hand, if needed.
- Ability to drive motor vehicles.
- Ability to work varied hours/days to oversee responsibilities.

## VII. APPLICATIONS

To apply, please submit all of the following: **application**, **cover letter**, **resume** and a **writing sample** by close of business **Nov. 12, 2018** to [jobs@fbofna.org](mailto:jobs@fbofna.org). Applicants are encouraged to apply early.

Download applications from <https://www.foodbanknorthal.org/jobs-2/>.

Writing samples may include a letter, email, news release, creative writing, brochure, power point presentation, or term paper. The writing sample should not exceed two pages.

The Food Bank of North Alabama is an equal opportunity employer and provider. EEO

For more information visit [www.foodbanknorthal.org](http://www.foodbanknorthal.org).

This job description does not constitute a contract. Thank you for your interest!