

Community Impact Coordinator

Food Bank of South Central Michigan - Battle Creek, MI

Full-time

\$30,000.00 – \$35,000.00 per year

The Food Bank of South Central Michigan is seeking a mission driven, dynamic individual to work within the counties of Jackson, Lenawee and Hillsdale as a Community Impact Coordinator. The ideal candidate will have familiarity and community connections within one or more of these counties. This position provides customer service and administrative support for the Agency Relations Department.

Duties and Responsibilities:

- Act as a liaison between the Food Bank and member agencies by promptly responding to agency calls, requests for information and complaints to ensure all questions are satisfactorily answered.
- Maintain accurate records by reviewing monthly agency statistics, updating and maintaining the Food Bank's agency database and maintaining updated information in member agency files for the efficient ongoing operation of agency relations.
- Monitor member agencies by conducting site visits, observing operations and reviewing documentation to ensure compliance with Feeding America regulations. Track and schedule future site visits to ensure they are conducted in a timely manner.
- Conduct orientations for new agencies and new agency representatives to ensure each agency has the knowledge necessary to utilize the Food Bank's services.
- Develops cooperative relationships with agencies to better serve them and their needs by attending meetings, assistance at tailgates, or other special distributions.
- Represent the Food Bank at community coalitions, meetings and events.
- Serve as a resource for hunger relief information in the community.
- Distribute information on and assist with SNAP applications.
- Establish and maintain relationships with retail partners.
- Coordinate food drives and fund raisers within assigned counties.
- Work with Finance and Development departments to determine funding needs within each county.
- Skilled in public speaking.

Qualifications:

- Associate degree or two years relevant experience preferred in related social services field.
- Proficient with Microsoft Office and standard office equipment.
- Knowledge of inventory software a plus
- Excellent verbal, analytical, organizational and written skills.
- Experience in developing program/project management and the ability to meet deadlines while managing multiple projects.
- Ability to communicate effectively with diverse audiences.

- Possess current vehicle insurance and ability to use a reliable personal vehicle for Food Bank business.

Work Environment:

- Work is generally performed within an office environment and with standard office equipment and occasionally in a distribution center with heavy equipment.
- Requires regular travel to agency sites within our eight county service area, but is mostly limited to Jackson, Lenawee and Hillsdale counties. May require the employee to work inside and outside in heat/cold.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Occasional overnight travel, use of personal vehicle and other work outside normal working hours may be required.

Mission and Vision:

The mission of the Food Bank of South Central Michigan is to feed hungry people by collecting and distributing food and grocery products, advocating for hunger-relief programs and collaborating with others who address basic human needs. We believe that no one should go hungry and we are dedicated to building and sustaining a community that makes grocery products accessible to all people.

The Food Bank of South Central Michigan is an Equal Opportunity Employer

The Food Bank of South Central Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law.

Interested candidates should submit a cover letter, resume, and references by applying by email to hr@foodbankofscm.org