

Society of St. Andrew

www.endhunger.org

Regional Office Program Coordinator – Job Description

Title: Regional Office Program Coordinator (Indianapolis, Indiana)
Reports to: Regional Office Director for SoSA IN (Indianapolis, Indiana)
Basic Function: Maintain, coordinate, and extend SoSA Gleaning Network and Large Loads programs
Starting Salary: \$32,000 (Experience and skills will be considered)
Additional: Position available immediately. Email resumes to indiana@endhunger.org

Specific Duties and Responsibilities

Program: (80% of time)

1. Maintain, grow and oversee SoSA Gleaning Network in IN, working to establish gleaning teams and identifying, recruiting and training volunteer field supervisors to glean within in the region.
2. Organize, execute and oversee gleaning events, and work with field supervisors to do the same.
3. Recruit volunteers from faith based groups and civic groups.
4. Recruit and establish relationships with farmers/growers/produce handlers across the state.
5. Coordinate distribution of “large loads” of produce throughout the region, working with Potato Project Director as needed.
6. Maintain a gleaning calendar that charts dates to call growers about harvest progress and loads, and when their fields/orchards will be available to glean.
7. Work with Harvest of Hope Director when an event is held in the region.
8. Produce and mail annual tax letters to produce donors.
9. Enter Data into SoSA IN Gleaning database (Microsoft Access).

Administrative/General: (15% of time)

1. Represent SoSA for programs within the IN region.
2. Represent SoSA in a wide variety of public and private forums, conferences, etc.
3. Provide required reports and other information to SoSA office Director as needed..
4. Respond to requests for SoSA related information; assist with mailings, information packets/ letters to growers, churches, volunteers etc., as needed.
5. Utilize SoSA Media Accounts; (Facebook, Twitter, Instagram, Constant Contact).
6. Speak about SoSA in a wide range of church-related and civic settings.

Development: (5% of time)

1. Assist in developing and executing promotional efforts for SoSA IN
2. Assist in fundraising activities as needed.

Skill set:

1. Leadership and delegation skills.
2. Ability to self-start and complete multiple tasks in a timely manner.
3. Ability to recruit and retain relationships with farmers, gleaning coordinators and volunteers.
4. Flexibility necessary to meet the requests of the farmers, coordinating volunteer help, and distributing produce in a timely manner. Gleaning events frequently occur on Saturday mornings as that is when most volunteers are available.
5. Ability to communicate the work of gleaning in both verbal and written forms and in a variety of settings, i.e. church, school or civic/professional groups
6. Computer skills are essential, and knowledge of Microsoft Word, Excel, and Access is required
7. Ability to stoop, and lift up to 25 lbs.
8. Access to personal vehicle. (Mileage will be reimbursed.) Frequent travel within the state is necessary.

Other information: Benefits include medical, dental, and pension plans.