Title: Regional Office Program Coordinator (Durham, NC)
Reports to: Regional Office Director for SoSA AL (Durham, NC)
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 Carolinas@endhunger.org:

### Specific Duties and Responsibilities

**Program: (80% of time)**

1. Maintain, grow and oversee SoSA Gleaning Network in NC, working to establish gleaning teams and identifying, recruiting and training volunteer field supervisors to glean within in the region.
2. Supervise and support 7 part-time employees across the state.
3. Organize, execute and oversee gleaning events, and work with field supervisors to do the same.
4. Recruit volunteers from faith based groups and civic groups.
5. Recruit, establish, and maintain relationships with farmers/growers/produce handlers across the state.
6. Coordinate distribution of “large loads” of produce throughout the region, working with Potato Project Director as needed.
7. 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.
8. Work with Harvest of Hope Director when an event is held in the region.

**Administrative/General: (15% of time)**

1. Maintain all SoSA NC gleaning records including Gleaning database of all produce gleaned and distributed (Microsoft Access).
2. Produce and mail annual tax letters to produce donors.
3. Provide required reports and other information to SoSA NC Regional Director and SoSA national office.
4. Respond to requests for SoSA related information; assist with mailings, information packets/ letters to growers, churches, volunteers etc., as needed.
5. Utilize and regularly update SoSA Media Accounts; (Facebook, Twitter, Instagram, Constant Contact).

**Development: (5% of time)**

1. Represent SoSA in a wide variety of public and private forums, conferences, etc.
2. Assist in developing and executing promotional efforts for SoSA NC
3. 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.
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.