

**Society of St. Andrew**  
*Salvaging Food to Feed the Hungry  
to the Glory of God in Deed and in Truth*

**Vision Statement**

The Society of St. Andrew envisions a world in which physical and spiritual hungers are met through God's grace and abundance in Jesus Christ.

**Mission Statement**

The Society of St. Andrew brings people together to harvest and share healthy food, reduce food waste, and build caring communities by offering nourishment to hungry neighbors.

**Programs**

Toward these ends, SoSA facilitates three main programs.

- **The Potato & Produce Project** organizes the salvage of bulk potatoes and other produce that cannot be sold at markets for cosmetic reasons. SoSA arranges to bag and ship these items to hunger relief agencies throughout the country.
- **The Gleaning Network** facilitates volunteers entering fields at the farmers' request to pick good produce that is left or cannot be sold after the harvest. The produce is delivered free of charge to local hunger relief agencies, public housing communities and individuals in need.
- **Harvest of Hope** events are study and mission retreats. Week-long events are geared to high school youth and weekend events are intergenerational. In addition to regular gleaning, Harvest of Hope participants learn about hunger and poverty through a dynamic and engaging curriculum.

**Organizational Structure**

SoSA's national office is located in Big Island, Virginia. Regional offices are located in Alabama, Florida, Georgia, Indiana, Mississippi, North Carolina, and Tennessee.

The North and South Carolina regional office is located in Duke Memorial UMC in Durham, NC. The state office is responsible for coordinating all SoSA programs in North and South Carolina. Regional Area Coordinators support and promote the overall program.

**Society of St. Andrew - North Carolina**  
**Area Coordinator Job Description**  
**2019**

**Title:** Western NC Area Gleaning Coordinator

**I. Basic Function**

To execute the ministry of SoSA in feeding hungry people through the recovery and distribution of nutritious food that would otherwise be wasted. Area Coordinators primarily further SoSA's mission in specific, multi-county regions, although they are expected to work outside of their territories on very large projects or on an as-needed basis. Coordinators are supported by and report to the NC regional office. This is a year-round, part-time position.

**II. Specific Duties and Responsibilities**

**A. Coordinate, maintain and grow the regional Gleaning Network**

Set up gleaning and salvage events in the following counties: Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, McDowell, Rutherford, Polk, Swain, Transylvania, Yancey, Watauga

1. Field gleanings should be offered at least weekly during harvest season and preferably more frequently, taking into consideration seasonal and weather-related issues.
2. Maintain and care for current volunteer base.
3. Maintain contact with and offer appreciation for currently participating farmers.
4. Maintain and develop a network of agencies able to receive produce.
5. Work with the regional office to distribute large loads of produce when available.
6. Cultivate committed volunteers to lead gleaning events.
7. Recruit new volunteers, gleaners, and truck drivers.
8. Locate and build relationships with new farmers to allow gleaning events.
9. Obtain boxes, bags, etc. from local sources for use at gleanings.

**B. Represent SoSA through speaking engagements and other public relations opportunities**

1. Respond to informational requests from media contacts and potential gleaners and growers.
2. Speak to local groups and churches about SoSA and regional gleaning and giving opportunities. Request hand out materials and displays from the regional office.
3. Staff exhibit booths at conferences, regional meetings, etc., as needed.
4. Notify local press of Gleaning Network events.
5. Arrange for photos of gleanings to be taken for SoSA newsletters and publications.

**C. Record maintenance and reporting**

1. Maintain records of all active gleaning volunteers, farmers, and receiving agencies
  - Volunteer list to include address, phone number, availability, trucks and field supervisor experience
  - Agency list to include contact name, address, phone number
  - Farmer list to include contact, address, phone number, crops
2. Work with Program Coordinator to audit farmer and agency list annually.
3. Keep accurate records of all gleanings on individual Gleaning Reports and submit to the regional office on the last day of each month. Form is provided.

4. Submit Monthly Coordinator report by the last day of each month. Form is provided.
5. Promptly respond to regional office and include regional office in notification of gleaning events.

**D. Participate in annual program and employee evaluation**

1. Participate in an annual evaluation of area coordinator's fulfillment of aforementioned responsibilities and duties.
2. Participate in program evaluation and goals development with the SoSA Durham office.

**III. Qualifications**

The Area Coordinator should be a creative and highly motivated self-starter with excellent organizational and communication skills, in addition to a passion for feeding the hungry. Since this position is established away from the regional office, coordinators work from home. Some physical labor when leading gleaning events can be expected. Coordinators must be willing to work Saturday mornings. Access to a personal computer, internet, and a vehicle is required.

**IV. Compensation**

Position is 780 hours per year (averaging 15 hours per week) at \$9.00 per hour, paid monthly. Hours vary week-to-week, according to season.

**Mileage:** mileage reimbursed at \$.42/authorized mile

**Cell phone allowance:** \$25/month

**Administrative expenses:** Up to \$60/year for postage, office supplies and printing. Large printings or mailings can be handled at the regional office.

Any other expenses will only be reimbursed if pre-approved by the regional office director. Health and other similar benefits are not provided.