



Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Florida Gleaning Network • Barbara Sayles • Director

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PROGRAM COORDINATOR

FULL TIME

Orlando, Florida

Society of St. Andrew (SoSA) is a broadly ecumenical hunger relief organization that works to bridge the gap between food waste and hungry Americans through two hunger relief programs, The Gleaning Network and The Potato/Produce Project. Society of St. Andrew (SoSA) is a national organization with a state office in Orlando, Florida. The office is located at Broadway United Methodist Church. This organization employs the biblical practice of gleaning produce which would otherwise go to waste. This is done both in the fields and through wholesale produce companies. The following skills and duties would be needed for the position of State Program Coordinator:

Skills/experience:

- Computer skills: Microsoft Office: Word, Excel, Access
 - Ability to enter and maintain accurate data records
 - Create/distribute publicity documents/news briefs/thank you notes, etc
- Public speaking/ Ability to speak and articulate to large and small groups with clear ability to “sell” the SoSA mission to farmers, volunteers and agencies
- Organized, multi-tasking, self-starting and ability to train and delegate.

Duties:

- Oversee & maintain current gleaning programs and further develop programs statewide
- Contact and cultivate farmers/growers to expand and grow program statewide
- Hiring and oversight of part time Satellite Gleaning Coordinators (SGC)
- Training of volunteer Field Supervisors & interns to assist in conducting gleaning events
- Coordinate and conduct gleaning events
 - Coordinating specifics of event with farmer regarding time, location, parking, etc.
 - Coordinating with agency to receive gleaned produce
 - Coordinating & follow up with volunteers
- Coordinate distribution of large truckloads of produce from warehouse to agency
- Coordinate Produce Drop events when appropriate
 - A Produce Drop is an event usually coordinated with a church and involves a large load of produce such as potatoes that are delivered to the church for packaging. Volunteers from the church bag/distribute the produce to area food banks & agencies.
- Enter and maintain accurate records for all gleaning events into database
- Public speaking/Presentations to interpret program
- Assist with Harvest of Hope in Florida (when applicable)
 - Harvest of Hope is an educational mission retreat program coordinated through SoSA's national office to work with the regions in coordinating events in states where SoSA has a regional office.
- Undergrad degree preferred but not mandatory

Position includes:

- Salary, health insurance benefits, 401k retirement program
- One paid vacation day earned per month; One sick day earned per month
- Eleven paid holidays: Thanksgiving Day/following Friday, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, One floating holiday

Send Resume to: Barbara Sayles, Director; Florida@endhunger.org; 863-224-0472