

# Society of St. Andrew

[www.endhunger.org](http://www.endhunger.org)

## Regional Office Program Coordinator – Job Description

**Title:** Regional Office Program Coordinator (Salisbury, MD)  
**Reports to:** Regional Office Director for SoSA Delmarva (Salisbury, MD)  
**Basic Function:** Maintain, coordinate, and extend SoSA Delmarva Gleaning Network and Large Load Program  
**Starting Salary:** \$38,000  
**Additional:** Position available immediately. Email resumes to [hr@endhunger.org](mailto:hr@endhunger.org);

### Specific Duties and Responsibilities

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

1. Maintain, grow and oversee SoSA Gleaning Network on the Delmarva Peninsula and surrounding areas, working to establish gleaning teams and identifying, recruiting and training volunteer field supervisors to glean within the region.
2. Recruit, train, supervise and support up to two direct report part-time employees across the DMV region
3. Organize, execute and oversee gleaning events, and work with field supervisors to do the same.
4. Recruit, support, and thank volunteers from faith based-groups, civic groups, schools, businesses & corporations, etc.
5. Recruit, establish, and nurture 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. Develop and 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 (summer camp) is held in the region.
9. Speak about SoSA in a wide range of church-related and civic settings.

#### **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 DMV 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. Work with the SoSA Delmarva team to update SoSA Media Accounts

#### **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 DMV
3. Assist in fundraising activities as needed.

#### **Skill set:**

1. Leadership and delegation skills.
2. Problem-solving and decision-making skills are necessary.
3. Ability to self-start and complete multiple tasks in a timely manner.
4. Ability to recruit and retain relationships with farmers, gleaning coordinators and volunteers.
5. Flexibility necessary to meet the requests of the farmers, coordinating volunteer help, and distributing produce in a timely manner.

6. 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
7. Excellent computer skills, with solid working knowledge of Microsoft Word, Excel, and PowerPoint. Willingness and ability to learn new software.
8. Ability to stoop, bend, and lift up to 25 lbs.
9. Access to personal vehicle. (Mileage will be reimbursed.) Frequent travel within the region is necessary.

**Other information:** Benefits include medical, dental, vision, short- and long-term disability, and 401K plans. Some weekend work and occasional overnight travel are required. (Gleaning events occasionally occur on Saturday mornings.)