

Society of St. Andrew

www.endhunger.org

Program Coordinator – Delmarva Region

Title:	Delmarva Program Coordinator
Reports to:	Regional Director for Delmarva
Basic Function:	Program Development & Management, Volunteer Coordination
Location:	Salisbury, Maryland
Starting Salary:	\$35,568
Additional:	Position available immediately. Email résumé and cover letter to hr@endhunger.org .

Specific Duties and Responsibilities:

Program:

1. Establish, oversee, and grow the SoSA Gleaning Network in Delmarva (Newcastle, Kent and Sussex counties in Delaware; Kent, Queen Anne's, Caroline, Talbot, Dorchester, Wicomico, Worcester, Somerset in Maryland; Accomack and Northampton counties in Virginia.)
2. Establish and nurture partnerships with farmers/growers/produce handlers across the peninsula.
3. Organize, execute and oversee gleaning events.
4. Work to establish gleaning teams and identify, recruit, and train volunteer field supervisors to glean within the region.
5. Recruit, support, and thank volunteers from faith based-groups, civic groups, schools, businesses & corporations, etc.
6. Recruit, train, and supervise satellite coordinators (part-time paid local staff) and field supervisors (unpaid trained volunteers) to do the same in specified areas of the region.
7. Establish and nurture partnerships with local feeding agencies and under-served communities to move gleaned produce efficiently to those in need.
8. Coordinate distribution of large loads of fresh produce, dairy, and proteins throughout the region, working with the Potato Project Director as needed.
9. 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.



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10. Work with SoSA staff and the Harvest of Hope Director when a Harvest of Hope (mission work camp) event is held in the region.
11. Speak about SoSA in a wide range of church and civic settings.
12. Produce and mail annual tax letters to produce donors.
13. Work within budgetary constraints.

Development:

1. Provide social media updates on gleanings and activities in Delmarva.
2. Assist Regional Director in fundraising activities as needed.

Administrative/General:

1. Maintain SoSA Gleaning database.
2. Represent SoSA for programs within the Delmarva region.
3. Represent SoSA in a wide variety of public and private forums, conferences, etc.
4. Provide required reports and other information in a timely way to the Delmarva Regional Director and SoSA national office.
5. Respond to requests for SoSA-related information; assist with mailings, information packets/letters to growers, churches, volunteers etc., as needed.
6. Participate in monthly SoSA conference calls and other national and regional meetings as may be required.
7. Work with the DMV Regional Director in the hiring and training of all part-time staff.

Necessary Skills and Abilities:

1. Leadership and delegation
2. Problem-solving, decision-making
3. Familiarity with Delmarva region
4. Ability to recruit and retain, work with, and partner with diverse constituents--including interested farmers, gleaning coordinators, feeding agencies, and volunteers of many ages and backgrounds.
5. Flexibility necessary to meet the requests of the farmers, coordinate volunteer help, and distribute 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, Google Suite, Excel, and PowerPoint. Willingness and ability to learn new software.
8. Physical ability to stoop, bend, and lift up to 25 lbs.
9. This job requires frequent travel to work sites across the areas of Delaware, Maryland, and Virginia that comprise the DMV Region, often at varying times. Mileage will be reimbursed.



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Other information: Benefits include medical, dental, vision, short- and long-term disability, and 401K plans. Weekend work and some travel, including occasional overnight travel are required. (Gleaning events frequently occur on Saturday mornings as that is when most volunteers are available.) A cell phone and computer will be provided for your work-related use during your time of employment with SoSA.

Position available immediately. Email résumé and cover letter to hr@endhunger.org. Please reference the Delmarva Area Gleaning Coordinator Position when applying.

Successful employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.