

# Society of St. Andrew

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

## Regional Office Program Coordinator – Job Description

**Title:** Program Coordinator (Georgia Region)

**Reports to:** Regional Office Director for Georgia

**Basic Function:** Program Development & Management, Volunteer Coordination

**Starting Salary:** \$38,000

**Additional:** Position available by January 3, 2023. Email résumé and cover letter to [hr@endhunger.org](mailto:hr@endhunger.org). Please reference the position Program Coordinator - Georgia when applying.

### Specific Duties and Responsibilities

#### Program:

1. Organize and oversee the Society of St. Andrew's programs in Georgia, including field gleaning operations statewide and large load acquisition and distribution opportunities.
  - a. Develop field gleaning opportunities and make them available to the widest possible group of volunteers. These should be regular, as crops are ready for harvest, with the food shared nearby and in areas of greatest need. Take seasonal and weather-related issues into account.
  - b. Nurture, train, and support area gleaning coordinators, ensuring their time and efforts are used wisely, in accordance with SoSA policies and practices.
2. Maintain and grow our volunteer network of gleaners, truck drivers and field supervisors.
3. Nurture current partnerships with participating farmers and establish new farmer/grower partners with farmers/growers/produce handlers across the state.
4. Maintain and continue to build relationships with local hunger relief organizations to receive and distribute the produce we rescue.
5. Work with SoSA staff and the Harvest of Hope Director when a Harvest of Hope (mission work camp) event is held in the region.
6. Work within time and budgetary constraints.
7. Speak about SoSA in a wide range of congregational and community settings.
8. Work with the Regional Director to create and mail annual tax letters to produce donors.

#### Development:

1. Provide social media updates on gleanings and activities in Georgia
2. Assist Regional Director in fundraising activities as needed
3. Represent SoSA in a wide variety of public and private forums, conferences, etc.
4. Assist in developing and executing promotional efforts for SoSA GA
5. Work with the Georgia Regional Director in identifying and fulfilling grants specific to Georgia, as needed

#### Administrative/General:

1. Oversee and continue to grow the SoSA Gleaning Network in Georgia, working with Regional Director to establish programmatic goals (KPIs) annually.
2. Maintain detailed SoSA gleaning and volunteer records, using proprietary gleaning and volunteer database systems. Promote volunteer opportunities through the volunteer database system.
3. Provide required reports and other information to SoSA Regional Director or SoSA national office by specified monthly deadlines.
4. Respond to requests for SoSA related information; assist with mailings, information packets/letters to

- growers, churches, volunteers etc., as needed.
5. Participate in monthly SoSA conference calls and other national and regional meetings as may be needed or required.
  6. Work with the Georgia Regional Director in the hiring of all part-time staff in Georgia.
  7. Assist in coordinating content for regional social media.

**Necessary Skills and Abilities:**

1. Leadership and delegation skills. Experience in a supervisory position preferred.
2. Problem-solving, decision-making
3. Ability to work with (including recruiting, onboarding, and retaining) diverse constituents, including interested farmers, gleaning coordinators, and volunteers.
4. Flexibility necessary to meet the requests of the farmers, coordinate volunteer help, and distribute produce in a timely manner and to initiate alternative plans on the fly as needed.
5. Excellent oral and written communication skills.
6. Comfort with computer skills, with solid working knowledge of Microsoft Office, Google Suite, and the willingness to learn new software.
7. Friendly and personable manner
8. Physical ability to stoop, bend, and lift up to 35 lbs. regularly and occasionally up to 50 lbs.

**Other**

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.

**Work Hours and Conditions**

Regular work hours will be 40 hours per week: Monday–Friday, (to be set in consultation with Regional Director) with flexibility and allowance for weekend gleanings and speaking engagements. Some weekend and evening work will be required for speaking engagements, gleanings, and support with other program activities.

This job requires frequent travel to worksites throughout Georgia, often at varying times. Mileage will be reimbursed.

**Benefits**

- After the initial 60 days of employment, this position is eligible for Health, Dental, Vision, and Life Insurance coverage. SoSA pays up to 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.
- In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA contributes 5% of salary and matches up to an additional 4% employee contribution.
- Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 12 paid holidays annually.
- SoSA will provide a work cell phone and laptop while you are employed with SoSA.