



Society of St. Andrew
7840 Ditch Road
Indianapolis, IN 46260
www.endhunger.org/indiana

Indiana Regional Office Program Coordinator – Job Description

Title: Indiana Program Coordinator

Reports to: Indiana Regional Director

Basic Functions: Program Development and Management, Volunteer Coordination

Starting Salary: \$35,568 (see below for benefits)

Additional: Position available immediately

Email résumé and cover letter to: hr@endhunger.org

Please reference “Program Coordinator, Indiana” when applying.

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$3.6 million annual operating budget, seeks a dynamic individual to coordinate the organization’s food recovery and distribution work in Indiana. The Program Coordinator will continue to expand a statewide gleaning network—connecting farmers and produce packing houses, volunteers, hunger relief agencies, and funders—to share fresh, but unmarketable fruits and vegetables with people in greatest need throughout Indiana.

Specific Duties and Responsibilities

Program:

1. Organize, oversee, and systematically build on the SoSA Gleaning Network in IN.
2. Organize, execute and oversee food recovery and distribution events, including gleaning, produce pickups, crop drops, farmers market gleanings, etc.
3. Recruit, support, and thank volunteers from faith based-groups, civic groups, schools, businesses & corporations, etc.
4. Identify, recruit, train, and nurture volunteer field supervisors to oversee gleaning events within specific regions of the state.
5. Hire, nurture, train, and support Satellite Coordinators (part time staff) in accordance with SoSA policies and practices.
6. Establish new farmer/grower partnerships and continue to nurture current partnerships with farmers/growers/produce handlers across the state.
7. Establish new hunger relief agency partnerships and continue to nurture current partnerships across the state.
8. Coordinate distribution of large loads of fresh produce, dairy, and proteins throughout the state, working with Potato & Produce 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.
10. Work with SoSA staff and the Harvest of Hope Director when/if 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 IN
2. Assist Regional Director in fundraising activities as needed

3. Represent SoSA in a wide variety of public and private forums, conferences, etc.

Administrative/General:

1. Maintain both the SoSA Gleaning database and volunteer database for the IN region.
2. Provide required reports and other information in a timely manner to IN Regional Director and SoSA national office.
3. Respond to requests for SoSA-related information; assist with mailings, information packets/letters to growers, churches, volunteers etc., as needed.
4. Participate in monthly SoSA conference calls and other national and regional meetings as may be required.
5. Work with the IN Regional Director in the hiring of all part-time staff.

Necessary Skills and Abilities:

1. Leadership and delegation
2. Problem-solving, decision-making and self-motivation
3. Ability to recruit, retain, work with, and partner with diverse constituents– including interested farmers, gleaning coordinators, hunger relief agencies, and volunteers– of many ages and backgrounds
4. Flexibility/adaptability with last-minute changes
5. Excellent oral and written communication skills.
6. Comfort with computers; working knowledge of Microsoft Office, Google Suite; and the capability to learn new software.
7. Friendly and personable manner
8. Physical ability to stoop, bend, and lift up to 50 lbs. occasionally, 35 pounds regularly
9. This job requires frequent travel to worksites across the state of Indiana, often at varying times. Mileage will be reimbursed.

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 (more frequent during active gleaning season- May-Dec) and speaking engagements.
- Work settings vary day to day. Program Coordinator will work in the office (located in Indianapolis), in farm fields during hot/cold weather, from home occasionally, and in other locations for meetings and conferences.
- Some daily travel and weekend work to be expected, and occasional overnight travel may be required.

Benefits

- After the initial 60 days of employment, this position is eligible for Health, Dental, and Vision Insurance coverage. SoSA pays up to 80% of the 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.
- SoSA pays 100% of the cost of short- and long-term disability insurance 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 11 paid holidays annually
- SoSA has generous parental care leave and elder care leave policies.
- A cell phone and computer will be provided for your work-related use during your time of employment with SoSA.

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.