

Society of St. Andrew

www.endhunger.org

Regional Office Program Coordinator – Job Description

Title: Program Coordinator (Mississippi Region)
Reports to: Regional Office Director for MS
Basic Function: Program Development & Management, Volunteer Coordination
Starting Salary: \$38,000
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 MS. Work to establish gleaning teams and identify, recruit, and train volunteer field supervisors to glean within the region.
2. Organize, execute and oversee gleaning events. Recruit, train, and supervise satellite coordinators and field supervisors to do the same in specified areas of the region.
3. Work within budgetary constraints.
4. Recruit, support, and thank volunteers from faith based-groups, civic groups, schools, businesses & corporations, etc.
5. Establish and nurture partnerships with farmers/growers/produce handlers across the state.
6. Coordinate distribution of large loads of fresh produce, dairy, and proteins 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 SoSA staff and the Harvest of Hope Director when a Harvest of Hope (mission workcamp) event is held in the region.
9. Speak about SoSA in a wide range of church and civic settings.
10. Produce and mail annual tax letters to produce donors.

Development:

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

Administrative/General:

1. Maintain SoSA Gleaning database.
2. Represent SoSA for programs within the MS 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 SoSA 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.

Necessary Skills and Abilities:

1. Leadership and delegation
2. Problem-solving, decision-making
3. Ability to recruit and retain 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.
5. 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

6. Excellent computer skills, with solid working knowledge of Microsoft Word, Excel, and Powerpoint. Willingness and ability to learn new software.
7. Physical ability to stoop, bend, and lift up to 50 lbs.
8. Access to personal vehicle. (Mileage will be reimbursed.)

Other information: Benefits include medical, dental, vision, short- and long-term disability, and 401K plans. Weekend work and occasional overnight travel are required. (Gleaning events frequently occur on Saturday mornings as that is when most volunteers are available.)