

Society of St. Andrew

www.endhunger.org

Regional Office Program Coordinator – Job Description

Title: Regional Office Program Coordinator (Jackson, MS)

Reports to: Regional Office Director for SoSA Mississippi (Jackson, MS)

Basic Function: Maintain, coordinate, and extend SoSA Mississippi Gleaning Network and Large Load Program

Starting Salary: \$38,000

Additional: Position available immediately. Email resume and cover letter to hr@endhunger.org

Specific Duties and Responsibilities

Program: (80% of time)

1. Maintain, grow, and oversee the SoSA Gleaning Network throughout Mississippi, 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 MS 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, and corporations, among other organizations.
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 the Potato and Produce 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 various church-related and civic settings.

Administrative/General: (15% of time)

1. Maintain all SoSA MS 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 MS 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 MS 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 plan. Some weekend work and occasional overnight travel are required. (Gleaning events occasionally occur on Saturday mornings.)