

Society of St. Andrew

www.endhunger.org

Regional Office Program Coordinator – Job Description

Title: Regional Office Program Coordinator (Durham, NC)
Reports to: Regional Office Director for SoSA CAR (Durham, NC)
Basic Function: Maintain, coordinate, and extend SoSA Eastern NC Gleaning Network and NC/SC Large Loads programs
Starting Salary: \$38,000
Additional: Position available immediately. Email resumes to hr@endhunger.org;

Specific Duties and Responsibilities

Program: (80% of time)

1. Maintain, grow and oversee SoSA Gleaning Network in Central and Eastern NC, working to establish gleaning teams and identifying, recruiting and training volunteer field supervisors to glean within the region.
2. Recruit, train, supervise and support 4 direct report part-time employees across the state and work as a team with Western NC Program Coordinator and Local Area Coordinators.
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 & corporations, etc.
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 Potato Project Director as needed.
7. Work with Area Coordinators to 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 is held in the region.
9. Speak about SoSA in a wide range of church-related and civic settings.

Administrative/General: (15% of time)

1. Maintain all SoSA NC 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 NC 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. Utilize and work with the SoSA Carolinas team to update SoSA Media Accounts; (Facebook, Twitter, Instagram, Constant Contact).

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 NC
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 state is necessary.

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.)