

Society of St. Andrew

www.endhunger.org

Regional Office Program Coordinator – Job Description

Title: Program Coordinator (Florida Region)
Reports to: Regional Office Director for FL
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. Oversee and continue to grow the SoSA Gleaning Network in FL. Organize, execute and oversee gleaning events.
2. Continue increasing volunteers and gleaning teams. Identify, recruit, and train volunteer field supervisors to oversee gleaning events within specific regions of the state.
3. Work within budgetary constraints.
4. Recruit, support, and thank volunteers from faith based-groups, civic groups, schools, businesses & corporations, etc.
5. Establish new farmer/grower partners and continue to nurture current 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 & 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 SoSA staff and the Harvest of Hope Director when a Harvest of Hope (mission work camp) 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 FL
2. Assist Regional Director in fundraising activities as needed

Administrative/General:

1. Maintain both the SoSA Gleaning database and volunteer database for the FL region.
2. Represent SoSA for programs within the FL 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. Experience in supervisory position preferred.
2. Problem-solving, decision-making
3. Ability to work with, including recruiting 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. 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. Comfort with computer skills, with solid working knowledge of Microsoft Office, Google Suite, and the willingness to learn new software.
7. Ability to relate to people of many ages and backgrounds.
8. Friendly and personable manner
9. Comfortable driving a pick-up truck.
10. Physical ability to stoop, bend, and lift up to 35 lbs. regularly and occasionally up to 50 lbs.
11. This job requires frequent travel to worksites across the state of Florida, often at varying times.

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 may be required for speaking engagements, gleanings, and support with other program activities. Must be available to attend the annual food show typically scheduled in March (1-3 days).

Benefits:

- After the initial 60 days of employment, this position is eligible for Health and Dental 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 11 paid holidays annually
- SoSA will provide a work cell phone and laptop while you are employed with SoSA.