

# Society of St. Andrew

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## Regional Office Program Coordinator – Job Description

<b>Title:</b>	Program Coordinator (Virginia Region)
<b>Reports to:</b>	Virginia Regional Director
<b>Basic Functions:</b>	Program Management, Volunteer Coordination, Recordkeeping
<b>Starting Salary:</b>	\$38,760/year
<b>Location:</b>	Big Island, VA
<b>Additional:</b>	Position available in February 2026. Email résumé and cover letter to <a href="mailto:hr@endhunger.org">hr@endhunger.org</a> . Please reference the position Program Coordinator-Virginia when applying.

The Society of St. Andrew (SoSA) is a national non-profit organization based in Big Island, Virginia. Its mission is to reduce both food waste and food insecurity. SoSA works with farmers, volunteers, and feeding agencies to glean (pick, dig, and gather) or recover fresh produce that would otherwise go to waste. This good food is then shared with feeding agency partners, ensuring that hungry neighbors have access to nourishing food. In Virginia, this involves up to 5,000 volunteers annually, working with 150 farms and sharing 2-3 million pounds of fresh produce with 250-400 feeding agencies. Across all its operations, SoSA employs about 70 people in a dozen states. Operating funds come from a variety of sources; current cash budget is about \$4.1 million.

### Specific Duties and Responsibilities

#### Program:

1. Organize and oversee the Society of St. Andrew's programs throughout Virginia, including field gleaning operations statewide and large load acquisition and distribution opportunities.
  - a. Develop field gleaning opportunities and make them available to the widest possible group of volunteers. These should be regular, as crops are ready for harvest, with the food shared nearby in areas of greatest need. Take seasonal and weather issues into account.
  - b. Nurture, train, and support area gleaning coordinators within specified locations, ensuring that their time and efforts are used wisely, in accordance with SoSA policies and practices.
  - c. Work with the Virginia Regional Director to develop and implement strategic goals or program work in Virginia.
2. Maintain and grow our volunteer network of gleaners, truck drivers and field supervisors.
3. Nurture current partnerships with participating farmers and establish new farmer/grower partners with farmers/growers/produce handlers across the state.
4. Maintain and continue to build relationships with local hunger relief organizations to receive and distribute the produce we rescue.
5. Work with SoSA staff and the Harvest of Hope Director when a Harvest of Hope (mission work camp) event is held in the region.
6. Work within time and budgetary constraints.
7. Speak about SoSA in a wide range of congregational and community settings.
8. Work with the Regional Director to create and mail annual, NAP credit letters and tax letters to produce donors.

#### Development:

1. Provide social media updates on gleanings and activities in Virginia
2. Assist Regional Director in fundraising activities as needed
3. Represent SoSA in a wide variety of public and private forums, conferences, etc.
4. Assist in developing and executing promotional efforts for SoSA-Virginia
5. Work with the Regional Director in fulfilling grants specific to Virginia

### **Administrative/General:**

1. Oversee and continue to grow the program work of the SoSA Gleaning Network in Virginia, providing oversight to Area Gleaning Coordinators throughout the state.
2. Maintain SoSA gleaning records, including a database of all produce gleaned and distributed; and a volunteer system to publicize and track volunteer opportunities.
3. Provide required reports and other information to the Regional Director by specified monthly deadlines.
4. Respond to requests for SoSA related information; write information packets/letters to growers, churches, volunteers etc., as needed.
5. Participate in monthly SoSA conference calls and other national and regional meetings as may be needed or required.
6. Work with the Regional Director in the hiring of all part-time staff in Virginia

### **Necessary Skills and Abilities:**

1. Leadership and delegation skills. Experience in supervisory position preferred.
2. Problem-solving, delegation, 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. Excellent oral and written communication skills
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. This job requires frequent travel, often at varying times. Mileage will be reimbursed
10. Physical ability to stoop, bend, and lift up to 35 lbs. regularly and occasionally up to 50 lbs.

### **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) and driving record check will be required upon hire.

Any alcohol or controlled substance conviction within 60 months will disqualify an individual from participation. A firearms conviction or domestic violence conviction at any time is disqualifying, as is any personal assault conviction or any conviction involving crimes of a sexual nature, such as (but not limited to) sexual abuse, incest, indecent liberties, sexual misconduct, rape or attempted rape. Any crimes against children/minors at any time will also disqualify individuals. In addition, theft, fraud and financial crimes that occurred at any time will disqualify individuals.

If SoSA has any questions about a flag on a background check, the Human Resources Director will reach out directly to the individual to gather more information. Employment with the Society of St. Andrew is at-will.

### **Work Hours and Conditions**

Regular work hours will be in office 40 hours per week, Monday–Friday, with flexibility and allowance for weekend gleanings and speaking engagements. Some weekend and evening work will be required for speaking engagements, gleanings, and support with other program activities.

### **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 12 paid holidays annually.
- SoSA will provide dedicated office space, work cell phone, and computer for your work use.