

Child Hunger Coordinator

Full time position with benefits. Typical work hours - Mon. through Fri., 8:00AM to 4:00PM. However, willingness to travel and work evenings and weekends as required.

Job summary: The Child Hunger Coordinator will support the mission of the Second Harvest Food Bank of Northwest Pennsylvania (SHFB) by developing and maintaining strong relationships with child nutrition program partners located in SHFB's 11-county service area through systematic communications, site visits, and capacity development.

Duties & responsibilities:

- Maintains strong relationships with existing programs and develops partnerships with potential new sites for SHFB child nutrition programs
- Provides excellent customer service to all stakeholders
- Contact all program sites on a consistent basis in an effort to maintain open communication and discuss any concerns/issues and program updates
- Addresses and assists in the resolution of program site concern and issues.
- Conduct site visits on a regular basis to ensure sites are maintaining program requirements and to address any program concerns
- Ensures program compliance of all Child Feeding Programs with standards of SHFB, Feeding America, PDA, USDA, and other applicable oversight entities
- Ensures that all students participating in the Backpack and School Pantry program have been thoroughly evaluated and referred based on the USDA "food insecurity" guidelines
- Works with Operations staff to ensure efficient and cost-effective utilization of logistical resources in program execution
- Orders items to be distributed at Child Feeding Programs based on estimated number of recipients at sites
- Prepares reports as required by SHFB management, partners, and funders
- Maintains accurate, complete and updated programmatic records and files
- Additional responsibilities as determined by management

Qualifications:

- Bachelors' degree and/or minimum of two years relevant programmatic experience is required
- Strong project management experience, including demonstrated organization and timeline management skills, strong critical and analytic reasoning skills, and ability to handle large amounts of data efficiently and effectively
- Ability to work with people from diverse social and ethnic backgrounds
- Excellent written and verbal communication skills, to include professional writing, report preparation, public speaking, presenting, networking, and building new relationships
- Ability to work strategically and effectively with multiple team members required
- High quality customer service skills (exhibit objectivity, persistence, calmness & helpfulness)
- Attention to detail and follows through on tasks
- Excellent computer skills, including Microsoft Word, Excel and Power Point
- Valid Pennsylvania's driver's license with good driving record is required

Certificates:

- Act 33 & 34 Clearances, FBI Clearances within 30 days of hire
- Food safety certifications required within 60 days of hire

Resume and references to: Second Harvest Food Bank of NW PA, 1507 Grimm Drive, Erie PA 16501. No phone calls. EOE