

Position Overview

Food Drive Coordinator (Seasonal)

Marion Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is ***"Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry."***

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Encourage creativity and be willing to take risks*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Celebrate diversity, ensure dignity and act equitably*
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Statement of Purpose: To engage the community in addressing food insecurity through participation in food drives with a diverse collection of community members.

Summary of Role: The Food Drive Coordinator is responsible for organizing and supporting food drive partnerships that foster food donations to Marion Polk Food Share and the communities we serve. This position ensures food donations by following a process for allowing the community to donate food and coordinates food drive donation logistics with the Food Share warehouse staff. The Food Drive Coordinator helps to communicate with, and educate, community food partners on the impact every donation has on the Marion Polk Food Share mission and the people we serve.

Core Areas of Responsibility

- *Organizes, maintains and identifies relationships with food drive partners in the community.*
- *Retains community food drive partners by providing excellent service and recognition.*

This position has no supervisory responsibilities, but may provide guidance and training to food drive partners and/or volunteers.

Position Description

Food Drive Coordinator (Seasonal)

Areas of Responsibility, Evaluation and Essential Functions:

- **Identifies, organizes and maintains relationships with partners in the community.**
 - Identifies target community food drive partners, coordinates barrel delivery logistics and maintains a key contact data base.
 - Organizes and maintains food drive donor relationships. Sources new food drive donors, restores food drive donor relationships, maintains existing food drive donors.
 - Provides each food drive partner with a guideline for donation, including a summary of items we can accept, opportunities for other engagement within the organization, and what the Food Share can provide to the donor.
 - Utilizes food donations and food drive relationship opportunities to educate widely, early and often about hunger in our community.
- **Coordinates resources to maintain a consistent food drive donation program.**
 - Calls on community partners in support of the food drive donation program.
 - Coordinates and assists with an offsite and onsite food drive donor visitation plan.
 - Assesses the inventory levels of the "Top 5 Most Wanted Foods" and encourages item specific food drives according to the needs in each "Top 5" staple food category.
 - Regularly updates food drive and donor tracking tools, grant reporting and other reports as assigned.
- **Retains community partners by providing excellent service and recognition.**
 - Demonstrates a pleasant, professional and helpful demeanor at all times.
 - Monitors and reports donation progress to owners, directors, supervisors, managers, program coordinators and employees, where applicable.
 - Responds within a 24-hour period to all food drive inquiries and barrel requests. Coordinates food drive supply delivery/pick-up logistics with the Logistics Supervisor and gives donor a timeframe for completion.
 - Provides personal follow up or recognition to community partners.
 - Other duties as assignedⁱ

Education and/or Experience; Certificates, /Licenses/Registrations:

- Experience in scheduling, clerical, sales and/or marketing to retail customers preferred.
- Must have current Food Handler's card or the ability to obtain one within 30 days of employment.
- Experience in warehouse/distribution processes, inventory systems and of food safety is preferred.
- Must possess valid Oregon driver's license and auto insurance.
- Must pass pre-employment drug screen and full background check, including driving record check.



Necessary Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Ideal candidate will be a self-starter, with excellent interpersonal and relationship building skills.
- Must possess strong, external customer focus.
- Capable of consistently maintaining multiple accounts, including scheduling of visits, follow up correspondence and other duties related to account management.
- Ability to prioritize, multi-task and follow through on assigned projects.
- Willingness to travel within Marion and Polk counties and occasionally outside of Marion-Polk counties.
- Proficient in Microsoft Office suite and demonstrated experience with databases required.
- Values diversity, equity and inclusion. Able to work with diverse populations.
- Demonstrated organizational and project management skills.

Job Conditions:

Work may be performed at a work station, in a warehouse environment or at a varied collection of community locations. May occasionally lift, move and carry objects in excess of 30 pounds. During frequent community visits, work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion. Work in excess of 30 hours per week during peak business periods may occasionally be required.



Title	Food Drive Coordinator (Seasonal)	Department	Operations
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Salary Range	\$15.75-\$18.51
Status	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours Per Week	20, based on business need approximately 5 months
Reports to	Director of Food Resourcing and Warehouse Operations	Date of Last Revision	8/07/2019
Alternate Title(s)		Grade	G
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ *This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.*

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.