

Gleaners Community Food Bank of Southeast Michigan Job Description

Job Title: Program Coordinator – SFSP
Reports To: Program Manager
Department: Program Services
Last Update: November 2020

The Program Coordinator for the **Summer Food Services Program (SFSP)** is a full-time temporary (tentatively through June 30, 2021) position. Due to COVID-19 and the resulting increased food insecurity in our communities, we are expanding the number of school and community sites that receive food through the SFSP grocery model program. The Program Coordinator will be responsible for coordinating administrative and relationship-building activities, including active tracking/management of site communications to drive families to the mobiles, for both the new site partners as well as for existing site partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Following the guidelines of the SFSP expansion plan, communicate program expectations (including development of robust site communication plans), and build relationships with potential new SFSP grocery model sites; tailor and complete site agreements as appropriate.
2. Work closely with the Operations team to coordinate logistics for staffing and delivery with newly confirmed SFSP grocery model sites.
3. Assist manager with communication to existing SFSP grocery model sites as needed.
4. Track all communications and other related activities with SFSP sites in designated Excel spreadsheets.
5. Monitor new and existing SFSP grocery model sites to ensure all aspects of the site agreement are being carried out effectively and that sites provide adequate support including communication to drive families to the mobiles.
6. Conduct data entry in Excel and MEGS software system.
7. Process program information, including copying, retrieving, transmitting and filing documents.
8. Work closely with SFSP Manager and other Food Access Program staff to effectively implement SFSP expansion plan activities on a day-to-day basis.
9. Answer questions from community partners and/or direct them to appropriate resources.
10. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
11. Perform other duties as assigned.

Scope of Position

Budgetary Responsibility:	None
Personnel Responsibility:	None
Access to Confidential Info:	Moderate
Supervisory responsibility:	None
Community contact:	High
Donors:	None
Volunteers:	Moderate
Food Partners:	Moderate
Outside Vendors:	Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. High School Diploma or GED, required.
2. Experience building relationships with both external and internal partners.
3. Demonstrated problem-solving and decision-making ability to correct unforeseen issues
4. Excellent verbal and written communication skills.
5. Data entry or administrative experience.
6. Strong interpersonal, organizational and communication skills.
7. Ability to multi-task in a fast-paced environment.
8. Demonstrated ability to work collaboratively with a diverse team.
9. Results-oriented with strong critical thinking skills.
10. Ability to work with diverse populations.
11. Nonprofit experience, preferred.
12. Previous experience with project/program coordination, preferred.
13. Previous experience working with schools in some capacity, a plus.
14. Familiarity with Oakland, Macomb and/or Wayne counties helpful.
15. Due to the nature of this position, must be able to work a flexible schedule including being available for early morning and weekend communications

Math Ability

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance. High degree of comfort with writing and managing budgets required.

Computer Skills

To perform this job successfully, an individual should have a thorough working knowledge of the Microsoft Office suite of products, with proficiency in Excel, in addition to overall comfort learning new software programs.

Remote Work

Under usual circumstances, the essential duties and responsibilities of this position requires the Program Coordinator to report to the warehouse and in the field 50% of the time. However, based on COVID-19 safety measures and state-level recommendations, in-person work will be adjusted accordingly. Remote work is available for this position to complete the following:

- Administrative tasks that include but not limited to completing program reports, routine paperwork, responding to email and phone calls, and submitting weekly orders
- Attending virtual meetings with Gleaners Program team and external network partner