

**Second Harvest of Coastal Georgia**, headquartered in Savannah, serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities at risk for hunger throughout southeastern Georgia. We partner with over 275 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 23 million pounds of food to hungry people in our 21-county service area through various programs. We are currently hiring for the following position:

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|------------------------|---|
| <b>Job Title:</b>      | Programs Coordinator                          |
| <b>Classification:</b> | Full-time, hourly, non-exempt                 |
| <b>Reports To:</b>     | Director of Programs                          |
| <b>Rate of Pay:</b>    | \$18-20 per hour based on relevant experience |

The Programs Coordinator plays a critical role in organizing and implementing Second Harvest's various programs, such as Mobile Food Pantries and Brown Bag for the Elderly. This role also supports other vital areas of Second Harvest. This role requires strong organizational skills, effective time management, flexibility, and a passion for serving the community. The ideal candidate must have a team player mentality and be a self-starter.

## **Position Responsibilities**

### **Mobile Food Pantry Coordination**

- Recruit and maintain excellent relationships with community partners/sponsors hosting mobile food pantries.
- With the support of leadership, schedule mobile food pantries based on need and available resources.
- Maintain accurate records of all distributions, including USDA paperwork, inventory records, and partner agreements.
- Work with the Marketing and Communications department to ensure proper media coverage.
- Work with the Operations and Logistics department to execute successful events.
- Assist community partners with logistics for the most effective and safe event.
- Train community partners and volunteers on food safety, personal safety, civil rights, and all other required training before mobile food pantries.
- Attend each mobile food pantry site at least once per year.
- Track and report distribution data for mobile events.

### **Brown Bag Program Coordination**

- Coordinate the Brown Bag program, ensuring efficient packing and distribution of bags to senior citizens and other qualifying individuals.
- Work with community partners to identify new program opportunities.
- Manage program records, inventory, and logistics.
- Monitor participant feedback and adjust program details as needed.

- Track and report distribution data.

#### **Volunteer Coordinator Support**

- Provide support to the Volunteer Coordinator during peak times or absences.
- Assist with scheduling, training, and managing volunteers for various programs.
- Ensure a positive volunteer experience and liaise between volunteers and program staff.

#### **Market Place Coordinator Support**

- Provide support to the Market Place Coordinator when necessary.
- Assist with overseeing food distributions, ensuring smooth operations and compliance with safety protocols.
- Support logistics of food deliveries and pickups, including scheduling and inventory management.

**Report monthly activity to the Director of Programs.**

**Additional duties as assigned.**

#### **Candidate Requirements**

- College degree or comparable work experience.
- Two years of experience in program coordination, logistics, or nonprofit.
- Comfortable working in a warehouse environment and outdoors for food distribution.
- Ability to operate or learn to operate a forklift and electric pallet jack and to carry up to 50 pounds.
- Ability to walk and stand for long periods in a variety of temperatures and weather.
- Solid customer service and interpersonal skills.
- Willingness and ability to travel throughout a 21-county service area weekly in a company vehicle.
- Proficiency in Microsoft Office Suite and database software.
- Valid driver's license and clean driving records verified by a Motor Vehicle Report.
- Successful completion of a background check.
- Food safety certification (ServSafe) must be secured within the first three months of employment.

Please see Elizabeth or Alison if you are interested in applying.

