



Founded in 1981, **Greater Lansing Food Bank (GLFB)** is a highly visible non-profit organization that provides emergency food to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. Food is distributed through an extensive network of food pantries, shelters and community kitchens located throughout the region. GLFB annually serves tens of thousands of people, many of them seniors and children. Our recipients also include the “working poor,” those individuals who are employed but don’t earn enough to meet housing, health, transportation and food needs.

The GLFB is seeking a **Special Initiatives Coordinator** to join our team. This is a full-time position with full benefits including paid vacation and sick days, holiday pay and insurance (health, dental and vision) and a retirement package. The Special Initiatives Coordinator organizes outreach, initiatives and compliance activities for vulnerable populations and special projects within the 7-county service area of GLFB. This position is responsible for expanding opportunities to increase food distribution, creating new community partnerships to serve vulnerable populations, the management of required certification/reporting that meet Feeding America standards, the evaluation and progress measurement of these initiatives while maintaining positive relationships with current partners and working with other stakeholders to support the overall GLFB mission.

To apply: Please send cover letter, resume and salary requirements to Kim Harkness, Director of Operations at kim@glfoodbank.org. For additional information, please visit www.greaterlansingfoodbank.org. Applications will be accepted until the position is filled. EOE. No phone calls please.

Position Description

Title: Special Initiatives Coordinator

Date: 11/2/2020

Exempt Status: Exempt

Reports to: Director of Operations

TYPICAL DUTIES AND RESPONSIBILITIES:

- Coordinate current backpack program and senior food partnerships to ensure equitable distribution of food in local communities
- Research and identify new potential partners, networks and resources and develop county relationships to increase food distribution
- Assist in the development of equitable food distribution plans for vulnerable populations
- Work with Agency Relations Department to identify appropriate partners and resources needed to reach strategic goals
- Maintain accurate documentation for compliance, agency agreements or community partnership agreements
- Assist in creating and implementing strategic planning initiatives as it relates to goals of efficient and equitable food distribution
- Maintain effective and appropriate communications with agency partners and GLFB staff
- Represent GLFB at community networking events, county and regional gatherings to promote hunger awareness and collaborative efforts which address the needs of the food insecure
- Identify and engage in professional development activities to enhance skills needed for successful job performance
- Perform all duties and maintain standards in accordance with company policies and procedures
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Minimum Knowledge and Education and Work Experience:

- Bachelor's degree and at least two years of proven work experience in an area of social services or related field or a combination of education and experience
- Food Safety Certification or the ability to become certified
- Strong interpersonal skills, good time management and organizational skills.
- Excellent verbal and written communication skills
- Ability to analyze comprehensive demographic data to support enhancement of feeding programs
- Ability to interact effectively with individuals of diverse backgrounds, experiences and personalities
- Public speaking proficiency, including presentations to both small and large groups
- Demonstrate initiative, flexibility and a passion for working in a team environment

- Must have a current valid driver's license and good driving record
- Must be able to pass a background check
- Must be familiar with assigned service area
- Must have a flexible schedule to accommodate corporate needs; some overtime and weekends will be required

Specific Knowledge, Skills, Abilities:

- Highly developed oral, written and advanced computer skills
- High level of proficiency in Microsoft Office including Word, Excel and Outlook
- Excellent planning and organizational skills
- Ability to handle multiple priorities and work independently
- Ability to work in partnership with other staff members
- Must have attention to detail, excellent interpersonal skills
- Outstanding phone and customer service skills that incorporate a cooperative and friendly attitude
- Genuine appreciation of GLFB's mission and the ability to communicate it
- Sensitivity, tact, diplomacy and the ability to honor confidentiality
- Experience working with diverse, underserved and vulnerable populations

Working Conditions:

The employee will carry out the job duties from a standard office environment, and will be required to travel to site locations, such as agencies, retail stores, farms, and other food bank locations within assigned area, as well as the occasional out-of-state conference related to the operations of the food bank.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, and sit for long periods.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.