GREATER LANSING foodbank

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General Description

Greater Lansing Food Bank (GLFB) is seeking an employee to step in the role of **Resource Coordinator** with our Garden Project (GP) program. This position provides coordination and oversight to Resource Center (RC) operations, volunteers and visitors. The coordinator will work closely with GP staff in coordinating the distribution of resources to low-income home and community gardeners, including seeds, plants, tools, canning supplies and garden advice and maintain an organized, functioning environment. The coordinator will provide year-round support to all GP staff members through projects, tasks and functions as requested by program manager aligned with program goals. The ideal candidate must be a hands-on team player with a positive attitude who is diligent, patient, and flexible. Must thrive in a highly collaborative and fast-paced environment. An aptitude to learn new duties and new communication techniques is a must. A passion for our mission of feeding people who are in need is important for a fulfilling work life.

With site locations in Bath, MI (offices) and Lansing (Resource Center), this is a full-time, hourly position, with a fluctuating seasonal schedule requiring evening and Saturday hours in the spring and summer.

About Greater Lansing Food Bank

Founded in 1981, **Greater Lansing Food Bank (GLFB)** is a highly visible non-profit organization that provides food assistance 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, community kitchens and mobile distributions throughout the seven-county service area. GLFB annually serves hundreds of thousands of people.

Position Details

Title: Garden Project Resource Coordinator
Date: September 2021
Exempt Status: Nonexempt
Reports to: Garden Project Manager

ESSENTIAL FUNCTIONS

- Assist in the organization and execution of GP resource distributions (seed, supply, plant and garden to go bag distributions).
- Lead resource coordination at the GP Resource Center (RC) and for unique/high-need populations.
- Foster a welcoming and supportive environment scheduling and leading groups, volunteers and visitors through RC functions.
- Lead RC shift set up, project flow, and clean up; supervise seasonal volunteers and interns.
- Maintain flats of seedlings from the GP greenhouse and local nurseries, including seeding, transport and watering.
- Solicit, inventory, and prepare seed orders and deliveries.
- Perform basic garden tasks in GP Demonstration Garden; lead group volunteer projects ensuring they are supported and working safely.
- Coordinate the filling of water tanks for community gardens adjacent to the Resource Center; serve as a staff site liaison.
- Field all garden leader and public inquiries to the appropriate staff member and/or assist whenever possible.
- Acquire an expert level of gardening knowledge to be a resource to the community.
- Partner with community organizations to offer pop up distributions throughout communities.
- Maintain working relationship with the City of Lansing Parks and Recreation Department and community partners.
- Attend various community gatherings as a representative of Garden Project in the greater Lansing community.
- Other duties as assigned by Garden Project Manager.

QUALIFICATIONS

- Some gardening/horticultural knowledge and ability to share helpful garden practices with others is preferred.
- Excellent communication skills, with the ability negotiate conflict and create constructive, positive working relationships among gardeners, volunteers and staff; bilingual abilities are a plus.
- Ability and patience to comfortably interact with individuals from diverse cultural, socio-economic, and ethnic backgrounds with respect and sensitivity.
- Strong organizational skills, internal motivation, and a self-starter with excellent follow-through.
- Computer skills in Microsoft Excel, Word, Teams and email communication.
- Ability to work in an outdoor garden setting, dig, bend and use hand tools. Can lift and move up to 40 pounds with reasonable accommodations.
- Knowledge or ability to acquire expertise on maintaining a fleet of small engine garden equipment, including weedwhips and mowers.
- Must have valid driver's license and reliable transportation.

Compensation and Benefits:

GLFB offers a competitive compensation package, including medical/dental/vision insurance, 401k, vacation leave, sick leave, and paid holidays.

To apply

Please send cover letter, resume and salary requirements to Rebecca Kline, HR Manager at rebecca@glfoodbank.org . For additional information, please visit www.glfoodbank.org. Position remains open until filled. EOE. No phone calls please.