

Partner Agency Coordinator

Our Mission:

Food Finders' mission is to eliminate hunger and food waste while improving nutrition in food-insecure communities. We envision a community with zero hunger and zero food waste. We strive to make a positive impact on our community, the policies that govern it and the environment we live in.

Our Core Values:

1. Community: We acknowledge that working with our community of food donors, volunteers, and partner agencies makes us a better organization. The key for us is everyone internally and externally believes in using their time, efforts, and capabilities to help feed those in need.
2. Responsibility: We understand we have a social and environmental responsibility. This is reflected by our efforts to reduce waste, rescue food, feed people, and support policies that address the roots of inequitable access to nutritious food and the cause of food waste in this country.
3. Adaptability: Food Finders places high importance on being an organization that adapts to the world around us. We are always learning, listening, and open to change so that we may best serve our community.
4. Integrity: To have integrity is to do what we say we will do. We refuse to jeopardize our ethical and moral standards when difficult situations arise and when less ethical opportunities are presented. This will always apply to the work we do, the people we partner with, and the community we serve.

Position Summary:

This position is responsible for building and maintaining a network of Food Finders partner agencies and acting as a resource to our partnering agencies. Oversee onboarding, capacity-building efforts, ongoing training and education of all partner agencies. Manage documentation and ensure compliance of all partner agencies, including food safety protocols, and all policies and procedures required as partner agencies. This will be done through field visitations and written communication. This position is also responsible for managing quarterly Shared Maintenance fees, assessed to partner agencies. This position will work closely with our Food Acquisitions Manager other Partner Agency Coordinators and the Food Program Administrator. This position reports directly to the Operations Manager.

Duties and Responsibilities:

- Manage the day to day relations between our partner agencies and Food Finders.
- Manage the recruitment and enrollment of new partner agencies as needed in designated areas. This includes the application review process and orientation and training in Food Finders app.
- Maintain accurate information on each partner agencies including non-profit status, current certifications, days and hours of operation, services provided and holiday schedules.

- Conduct site visits of partner agencies to evaluate their needs, ensure safe food storage and handling and the integrity of food distribution.
- Ensure prompt response and resolution of matters concerning problematic partner agencies. Recommend termination and suspension as appropriate.
- Responsible for maintenance of partner agency information in Donor Perfect (database).
- Support partner agencies by strategizing and implementing ways to build their capacity and effectiveness to help their clients. This includes linking them with local resources both public and private.
- Support efforts to expand partner agency participation in federal and state programs like SNAP and WIC.
- Collect and maintain historical demographic and comparative data related to the population served by partner agencies.
- Responsible for sending out quarterly Shared Maintenance letter to partner agencies.
- Develop and host regional partner agency events and training in person or through webinars.
- Maintain up to date resource list and referral information and ensure information is known by all Food Finders employees.
- Responsible for promoting Food Finders App and training
- Track rescues throughout the day to identify incomplete rescues, contact agencies to complete rescues daily.
- Ensure non-app users submit weight forms in a timely manner, complete rescues and enter weights into the app no later than the fifth day of the following month
- Work with Director of Operations and Food Acquisitions Coordinator to assign new and existing partner agencies to new food donors
- Review and analyze quarterly partner agency poundage reports and suggest food donation reroutes based on number of people served and partner agencies capacity.
- Network with organizations to increase awareness of hunger and sustainability issues.
- Provide information and documentation for fiscal year-end audit as needed.
- Collaborate with team members to ensure organizational goals are met and are in line with our core values
- Participation in staff meetings, special events and projects as needed.
- Other duties as assigned by Director of Operations

Qualifications:

- Bachelor's Degree and a passion for food justice, hunger relief and human services
- Previous experience in a non-profit environment desired
- Excellent presentation, verbal and written communication skills
- Ability to work independently and collaboratively in a team environment.
- Strong organizational skills and the ability to manage numerous activities consistently
- Strong working knowledge of Microsoft Office, including Excel and Google documents

- Strong interpersonal skills and the ability to interact with a diverse group
- Valid Driver License and insured vehicle
- Commitment and passion of the organization's mission, our values and our organizational goals.

Compensation: \$23.00 an hour