



## **Charitable Food Coordinator Job Description**

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**Department:** Programming  
**Reports To:** Program Manager  
**Employment Type:** FT Exempt

### **SUMMARY:**

The Charitable Food Coordinator is responsible for creating and supporting the “Northwest Indiana Hunger Coalition,” a collaborative network of at least 30 organizations, churches, pantries, townships, and individuals that examine and create strategies to address the root causes of food insecurity. Successful candidates must be well organized, flexible, have excellent written and verbal communication skills, display strong decision-making abilities, and maintain confidentiality.

### **PRIMARY RESPONSIBILITIES:**

- Recruit 40 new pantries to the Food Bank of Northwest Indiana network over 3 years.
- Recruit 8 new backpack feeding programs to the Food Bank of Northwest Indiana network over 3 years.
- Collaborate with food pantries and soup kitchens, consultants, state, county and federal partners to develop effective localized outreach campaigns and strategies.
- Facilitate quarterly “Northwest Indiana Hunger Coalition” meetings including taking minutes, recruiting members, and implementing strategies identified.
- Identify collaborative opportunities and foster partnerships between Network members and local community organizations, lawmakers, businesses, USDA, and other stakeholder groups actively engaged and/or interested in supporting charitable food.
- Manage data collection and reporting on quarterly metrics by county.
- Work with the necessary partners to gain food bank inclusion on all outreach plans.
- Assist in other duties as assigned.

### **Skills and Experiences of the Ideal Candidate:**

- 2+ years experience in program coordination or outreach.
- Working knowledge of the charitable food sector and/or non-profit sector in Northwest Indiana.
- Strong understanding of the federal and state legislative and regulatory processes.
- Ability to operate or willingness to learn how to operate material handling equipment such as dollies and pallet jacks.
- Proficiency in MS Office applications.
- Ability to drive company vehicles as necessary.

- Ability to solve problems and manage multiple priorities, while paying attention to details and deliverables. Must be able to handle interruptions and maintain focus on tasks while producing accurate and high-quality work.
- Excellent customer service skills.
- Must pass pre-employment drug and background screens.

**Benefits:**

- Competitive compensation
- Full benefits package; medical, dental, vision
- Paid holidays, PTO
- 401K
- Excellent work/life balance

**HOW TO APPLY:**

Email résumé, salary requirements, and cover letter to: [jobs@foodbanknwi.org](mailto:jobs@foodbanknwi.org).

*It is the policy of the Food Bank of Northwest Indiana to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. The Food Bank of Northwest Indiana will assure equal employment opportunities in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and benefits.*