



## **Program Coordinator – Senior Hunger Job Description**

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**Department:** Programming  
**Reports To:** Vice President, Operations & Programming  
**Employment Type:** FT Exempt

### **SUMMARY:**

The Program Coordinator - Senior Hunger Relief will serve as the lead team member for Food Bank of Northwest Indiana senior relief initiatives. This position will be responsible for ensuring compliance with state and federal regulations, food safety standards, and Feeding America's policies and procedures. The Program Coordinator will ensure senior hunger relief programs are established and implemented efficiently and effectively, including the management, development, and sustainability of the Commodity Supplemental Food Program (CSFP) and other senior hunger programs across FBNWI service area.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and maintain positive community partnerships to support FBNWI senior hunger relief programs and initiatives.
- Create and implement strategies and processes for successful program implementation and management as directed by FBNWI and state and federal guidelines.
- Manage client caseload for active, wait-list, and ineligible senior program participants.
- Monitor sites for compliance with all policies and procedures; take necessary action for non-compliance issues as necessary.
- Work with Operations Department on menu development, ordering, inventory management, and reporting requirements.
- Coordinate with Operations Department and community partners to schedule deliveries and pickups.
- Manage the processes for tracking, filing, report preparation and timely completion and submission of all paperwork; ensure paperwork and reports are complete, accurate, and retained per FBNWI, Feeding America, and state and federal guidelines.
- Develop program materials, including nutrition education and community resources.
- Ensure compliance with USDA regulations for program participation.
- Train FBNWI staff, partner site staff, and volunteers on USDA regulations, procedures, and report preparation.
- Actively recruit and develop partner sites to ensure maximum community impact through senior hunger relief initiatives.
- Work with the Development team to create outreach and fundraising opportunities in support of program growth and sustainability.
- Coordinate with the program team to leverage existing resources and relationships for maximum benefit to community members.
- Support the community partner network activities, agency development, and program compliance as necessary, including design and lead educational and training efforts for

community partners, ensure compliance with all FBNWI policies and procedures, and create and maintain policy manuals.

- Evaluate FBNWI senior hunger relief program effectiveness.
- Support the development, implementation, and sustainability of FBNWI hunger relief programs and services to the community.
- Perform other duties as assigned by the Director of Community Partnerships.

## **QUALIFICATIONS**

Bachelor's degree in social sciences/services, public health, or related field, or equivalent amount of training and experience is required; minimum of two years of program administration, community outreach, or related social service experience is preferred.

Ability to communicate clearly, effectively, professionally, and persuasively, both orally and in writing; speak publicly and facilitate group meetings; apply exceptional organizational and time management skills; work with multiple tasks in an accurate and timely manner; implement strong analytical thinking and problem solving skills; work both independently and as part of a team; develop rapport with partners and stakeholders and network with diverse community members; understand, interpret and enforce regulations in an accurate and equitable manner.

Proficiency with Microsoft Office applications, including Excel, Office, Outlook, and Access. Experience with inventory management is a plus. Flexibility to attend evening and/or weekend meetings and/or events preferred.

## **WORK ENVIRONMENT**

Work is value, goal and deadline oriented; significant external contact; some travel, driving, walking, standing, bending, lifting and carrying items weighing in excess of 30 pounds; computer work; some extended hours. Office and warehouse environment.

## **HOW TO APPLY:**

Email résumé 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.*