

Child Nutrition Coordinator

Job Summary:

Work with partners to develop and implement food assistance programs for children in need.

Duties and Responsibilities:

Qualifications:

- Bachelor's degree from a four-year college or university
- Minimum of at least two years of related successful experience in non-profit fundraising as it relates to revenue generation
- Experience in grant-writing preferred
- Ability to work independently and as part of a team
- High quality customer service skills
- Attention to detail
- Strong computer skills required, including Microsoft Word, Excel and PowerPoint experience
- Must have a valid PA driver's license with good driving record
- Must be able to pass Act 33 and Act 34 clearances

Resume and references to: Second Harvest Food Bank of NW PA, 1507 Grimm Drive, Erie PA 16501. No phone calls. EOE