

## **PA Senior Food Box Program Coordinator**

**Position Summary:** This position provides coordination and oversight of the PA Senior Food Box Program Coordinator.

### **Job Duties:**

#### **CSFP Program:**

- Works with HFPA staff to ensure SHFB compliance with USDA regulations for program participation.
- Identifies and recruits appropriate agencies for participation in the Senior Box Program.
- Identifies and provides outreach to clients for the Senior Box Program.
- Provides information and referrals for individuals calling or coming in for assistance.
- Monitors participation of the program, ensuring that agreed upon participation rate is maintained monthly and annually.
- Develops marketing strategies and materials that will ensure maximum use of commodities by agencies and clients.
- Communicates policy and procedural changes in the Senior Box Program to agencies and SHFB staff. Works with agencies to ensure they maintain required client documentation.
- Prepares invoices for all sites.
- Completes required monthly, quarterly, and annual Senior Box Program reports.
  - Coordinates the annual re-certification process of clients at partner agency sites and at SHFB distribution sites.
  - Maintains in-house paperwork and keeps reports up to date.
- Responsible for accurate data entry of client information in Link2Feed software.
- Ensures civil rights training is completed at each site annually.
- Conducts ongoing Senior Box Program site monitoring.
- Assures compliance with all documentation requirements and maintains site files.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university; or 1 to 2 years related experience and/or training or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to communicate with co-workers effectively and efficiently. Ability to write reports and correspondence with strong written and interpersonal communication skills. Ability to effectively present information and respond to questions and complaints from donors or business associates of the organization and the public.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License and good driving record.

#### **OTHER SKILLS AND ABILITIES**

- Experience and proficiency Microsoft Office products such as Word, Excel, Outlook are mandatory.
- Strong organizational and time management skills
- Ability to work in a team atmosphere and manage a flexible schedule
- Ability to make independent decisions
- Experience with problem solving
- General office and data entry experience in an environment where accuracy and attention to detail are important
- Ability to think critically
- Knowledge of non-profit organizations and understanding of volunteer programs
- Community relations experience and knowledge of identifying community needs with northwest PA region
- Must be willing to travel
- Willingness to work beyond working hours as necessary
- Must be able to occasionally lift or move up to 35 pounds

Resume and references to: Second Harvest Food Bank of NW PA, 1507 Grimm Drive, Erie PA 16501 or to [info@nwpafoodbank.org](mailto:info@nwpafoodbank.org) by April 30th. No phone calls. EOE