

Job Announcement for Mobile Pantry Coordinator

Job Overview

Would you like to go to work knowing that every day you will make a difference in the lives of food-insecure neighbors in your community? At the Anne Arundel County Food Bank (AACFB), that's exactly what we do through our essential work towards alleviating food insecurity in Anne Arundel County by partnering across our community to obtain and distribute free, nourishing food to our neighbors in need.

We are currently seeking a qualified professional to fill the newly created position of Mobile Pantry Coordinator to support our Mobile Pantry Program. Through this program, we provide a client-choice shopping experience with an emphasis on healthy foods for Anne Arundel County neighbors residing in under-resourced neighborhoods with limited access to fresh, affordable food. Under the direction of the Director of Programs, the Mobile Pantry Coordinator will work closely with community partners, ensure compliance with all partner contracts, identify and schedule distribution locations, and provide on-site management of mobile pantry distribution volunteers.

If you're interested in joining our upbeat, collaborative team that is committed to living out the Food Bank's core values of Respect, Compassion, Integrity, Accountability, Adaptability, and Resiliency, then consider applying today for this position!

Key Responsibilities

- Develop and sustain relationships with partnering site representatives and other community partners to establish site locations, schedules, logistics, and other details for each food distribution.
- Work in partnership with the Logistics Department to develop and manage the mobile pantry distribution schedule.
- Collaborate with the Warehouse Department to ensure that proper quantities of food are available for each distribution, direct stocking, and storage of food on the mobile pantry and in the warehouse and to monitor the inventory.
- Manage logistics at program distributions, including set up, safety, signage, tracking, etc.
- Provide volunteer oversight and direction during Mobile Pantry Program (MPP) distributions.
- Address neighbor and community concerns related to direct distributions and work with the Director of Programs to address more significant concerns.
- Collect and track statistical information including neighbor intake forms, ordering, and food distribution.
- Based on first-hand experience and tracking data, propose recommendations to improve MPP, eliminate redundancies or inefficiencies, and overall process or partnership improvements.

Education, Experience, and Competency Requirements

- High school diploma or general education degree (GED) is required.
- A bachelor's degree or a combination of education and relevant experience comparable to a bachelor's degree is desirable.

- At least one year of experience working in a nonprofit organization related to program coordination is required.
- Proficient in Microsoft Office.
- Comprehension of the Spanish language via written and/or verbal communication preferred.
- Ability to establish and maintain professional and positive work relationships with staff, volunteers, and visitors.
- Able to communicate information and ideas clearly and articulately both in oral and written forms.
- Comfortable multi-tasking and prioritizing tasks with minimal guidance.
- Excellent interpersonal skills.
- Excellent customer service skills.
- Data entry skills.
- Strong team player- shares information and supports other team members.
- Can think on feet in rapidly changing environments.
- Good judgment to manage sensitive and confidential matters with discretion.
- A self-starter with strong attention to detail.
- Must be punctual, dependable, and reliable.

Employment Type, Compensation, Benefits, Work Hours

- Non-Exempt; Full-Time
- Hourly Wage: \$20 - \$25 per hour (\$42,000 - \$52,000 annualized salary); pay commensurate with experience.
- 8:00 a.m. – 4:00 p.m. Some evenings and weekends

Work Environment and Requirements

- Semi-private, temperature-controlled office.
- During distributions, will be outside in any weather for four hours.
- Able to stand for up to four (4) hours during distributions.
- Able to sit at a desk for 6 hours or more per day on days where work is conducted inside of the office.
- Need to be able to lift up to 35 lbs. and carry it from mobile pantry unit across a parking lot.
- Ability to move, push, load, and unload items using a manual pallet jack or dolly on occasion as needed and once trained.
- Ability to maintain confidential and private information.
- Some evening and weekend hours are required.
- Must have reliable transportation.

Application Instructions

If you are interested in consideration for this exciting opportunity, please submit your letter of interest, resume, and salary requirements to Marta Jones, marta@aafoodbank.org, by 5:00 p.m. on 02/16/24. Subject Line: NAME, Mobile Pantry Coordinator. No phone call inquiries, please.

About Us

The mission of the Anne Arundel County Food Bank (AACFB) is to alleviate food insecurity in Anne Arundel County by partnering across our community to obtain and distribute nourishing food to our neighbors in need. For 37 years, our countywide food bank has served our Anne Arundel County neighbors in need by supplying free food and basic necessities to pantries, soup kitchens, shelters, schools, and other on-site feeding programs throughout the county. The AACFB currently partners with 76 network partners across 115 unique locations throughout Anne Arundel County.

Equal Opportunity Employer

The Anne Arundel County Food Bank is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.