

Gleaners Community Food Bank of SE MI Job Description

Job Title: Agency Relations Coordinator
Reports To: Chief Operations Officer
FLSA Status: Non-exempt
Department: Operations
Last Update: updated August 2015

This position will act as a liaison between partner agencies and the Food Bank to ensure the effective, efficient and equitable distribution of product to those in need.

Essential Duties and Responsibilities

1. Interact with Partner agencies to complete the cycle of registration, evaluating, monitoring and discharging on Gleaners on the active partner list according to Feeding America standards.
2. Fact finding as it pertains to our Partner's needs. Work with agencies to determine particular product needs/wants.
3. Establish relationships to increase distribution through mobile pantries
4. Communicate with Partners through monthly news letter and other venues as needed.
5. Allocate available resources based on knowledge of our Partner's food needs.
6. Inform Partner agencies of available resources and determine appropriate distribution to ensure efficient use of Food Bank resources. Monitor the use of those resources by Partner agencies and conduct follow-up when necessary.
7. Identify and collaborate with new distribution partners to increase the amount of food available for needy residents.
8. Work cooperatively with members of the staff to ensure effective Partner and client education.
9. Work cooperatively with members of the operations team to ensure efficient distribution of product to Partner agencies and their clients.
10. Represent Gleaners in the community and serve as liaison between the food bank and businesses, government, religious organizations, and other non-profit agencies.
11. Assist with training and other partner related events.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. Other duties as assigned.

Scope of Position

Budgetary Responsibility:	None
Personnel Responsibility:	None
Access to Confidential Info:	Low
Supervisory responsibility:	None
Customer Contact:	Donors: Moderate Volunteers: Low Partner Agencies: high Outside Vendors: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High school graduate or equivalent.

Language Ability

Good verbal and written skills.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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Reasoning Ability

Ability to understand and carry out instructions furnished in written, oral, or diagram form.

Equipment

The position requires operation of standard office equipment including but not limited to: Personal computer, printer, photocopy machine, Hi-lo's, pallet Jacks, and other industrial machines.

Work Environment

The standard work environment is distribution facility setting with fluorescent lighting. There is also a significant amount of time spent exposed to outdoor environment with varying temperatures. The noise level in the work environment is usually moderate.

Physical Demands

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of walking or standing are required.