



JOB DESCRIPTION

JOB TITLE: Foodmobile Coordinator

REPORTS TO: Senior Vice President (to start, reassignment to be evaluated by June 2021)

STATUS: Full-Time, Non-Exempt

HOURS: Monday-Friday as scheduled, Frequent Weekends and Early Evenings expected

PRIMARY FUNCTION:

Responsible for planning and managing Eastern Illinois Foodbank's Foodmobile Program across 18-county service area.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Direct input and collaboration for development of a strategic operating plan for the Foodmobile Program
- Facilitate and oversee the execution of mobile pantry distributions including community partner outreach, mobile pantry logistics, menu planning, client intake, volunteer management and food distribution.
- Maintain the Foodmobile schedule and communicate additions/changes to staff and others as needed
- Evaluate, screen and secure site locations, communicate as needed with site contacts
 - create site maps for efficient, safe and effective traffic and product flow
 - detect and eliminate or minimize safety hazards
- Collaborate with transportation staff to mitigate event set up concerns and ensure effective and efficient team operations.
- Ensure distributions are welcoming to all clients and volunteers
 - engage volunteers to deliver a memorable volunteer experience
- Ensure adherence with all EIF, Feeding America, and applicable government regulations, sponsor and grantor requirements
- Maintain accurate distribution/activity records, report as required/requested
- Other duties and projects as assigned

EIF INTERNAL RELATIONSHIPS:

- Work with partnership services to identify sites based upon need and lack of access to nutritious food, with special emphasis on underserved neighborhoods and rural communities in EIF's service area
- Works with development staff to ensure sponsor recognition and create opportunities for engagement with EIF's mission
- Works with warehouse operations team to ensure efficient distribution of services and product

QUALIFICATIONS:

Skills, Education, and Experience

- Good interpersonal skills including collaboration, tact, diplomacy and flexibility to work effectively with internal and external customers
- Experience working with diverse populations
- Ability to establish priorities quickly, problem solve and manage multiple tasks effectively
- Computer and MS Office proficient; including Outlook, Word, and Excel
- Excellent verbal and written communication skills
- Excellent time management skills
- Ability to work well with others and independently
- Ability to acquire Food Safety Certification
- Valid Driver's License and reliable vehicle, frequent travel across 18 county service area required
- Bilingual (English/Spanish) a plus