



JOB DESCRIPTION

JOB TITLE: Partnership Coordinator

REPORTS TO: Partnership Services Supervisor

STATUS: Full-Time

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Coordinates activity between member agencies and the Eastern Illinois Foodbank in an effort to alleviate hunger.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Assist with maintenance of accurate agency/program information in all databases and files (both internal and external)
- Assists with software implementation across agency network
- Assist potential new partners and their staff
 - manage application process
 - conduct site visit
- Provide information, documentation, and resource assistance to partner organizations as needed
- Assists with Site Visit/Monitoring of EIF programs
- Maintains complete understanding of USDA Emergency Food contract, policies, and requirements
- Collects, compiles, and manages data collection from partner organizations
 - Creates internal and external reports as needed
- Assists with planning and implementing Agency Training Meetings and Conference
- Compiles and keeps current resources for EIF and partner organizations
 - Determines appropriate distribution to ensure efficient use of resources
 - Monitors use of resources by partner organizations
 - Conducts follow up when needed
- Assists with identifying and coordinating Foodmobile distributions. Expected to work Foodmobiles on occasion
- Other duties and projects as assigned

EIF INTERNAL RELATIONSHIPS:

- Works with warehouse operations team to ensure efficient and equitable distribution of services and product
- Works with accounting staff to maintain smooth business interactions with members
- Works with development staff to promote donor awareness and create opportunities for engagement with EIF's mission

QUALIFICATIONS:

Skills, Education, and Experience

- Prior food bank experience preferred
- Computer and MS Office proficient; including Outlook, Word, and Excel
- Experience with Access or database management preferred
- Ability to understand and work with the diverse dynamics of the non-profit/social service and religious/charitable sectors
- Able to effectively communicate and interact with diverse clientele and staff
- Demonstrated strength in both writing and verbal communication skills
- Ability to work well with others and independently

Other Competencies

- Flexible and adaptable to different types of duties
- Able to manage multiple tasks
- Friendly and professional manner
- Creative and thoughtful in problem solving
- Compassionate
- A sense of humor