



Job Description

JOB TITLE: Partner Relations Clerk

REPORTS TO: Business Manager

STATUS: Full-time, Hourly, Non-Exempt

HOURS: Monday – Saturday as scheduled

SUPERVISORY ROLE: No

NO. OF DIRECT REPORTS: 0

TRAVEL REQUIRED: 60-70%

PRIMARY FUNCTION:

Assist and support Eastern Illinois Foodbank's partner relations team and mobile distribution program across 18-county service area.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Assist with the execution of the mobile distribution program, including community partner outreach, logistics, stocking, and intake
- Assist with distribution schedules and communicate additions/changes to staff and others as needed
- Assist team members who evaluate, screen and secure site locations, communicate as needed with site contacts
- Collaborate with staff and site contacts to ensure effective and efficient operations
- Ensure distributions are welcoming to all neighbors and volunteers
- Respectfully interact with neighbors to ensure social equity and inclusion
- Accurately enter and assist with maintenance of agency/program information in all databases and files (both internal and external)
- Maintain accurate distribution/activity records, report as required/requested
- Adhere with all EIF, Feeding America, and applicable government regulations, sponsor and grantor requirements
- Other duties and projects as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions

QUALIFICATIONS:

Competencies, Education and Experience:

- Good interpersonal skills including collaboration, tact, diplomacy and flexibility to work effectively with internal and external customers
- Valid Driver's License, reliable vehicle and vehicle insurance; frequent travel across 21 county service area required
- Ability to establish priorities quickly, problem solve and manage multiple tasks effectively
- Computer and MS Office proficient; including Outlook, Word, and Excel
- Strong communication skills
- Detail oriented, efficient, and highly accurate
- Ability to acquire Food Safety Certification
- Bilingual (English/Spanish) a plus

EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Saturday as scheduled. Personal transportation is required for all weekend and evening events.