



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation, and asset

Job Title: School Programs Coordinator

Department: Member Services

Reports to: Member Services Manager

Status: Full-time; non-exempt

Job Level: 6

SUMMARY

The School Programs Coordinator (SPC) will help Foodlink build stronger relationships with schools, and administer critical school-based programs across multiple departments. The SPC ensures we center the children and families served by working closely with our partners, including school staff, parents, and students. They will primarily support existing school-based pantries and start new ones, while also developing a collection of best practices and common challenges for school staff. In addition, the SPC will also solicit feedback from the recipients of our Kitchen's meals, promote our community-based programs and recruit participants for our workforce development initiatives utilizing schools as a pipeline for those programs.

KEY RESPONSIBILITIES

Foodbank 70%

- Lead relationship management of school pantry partners. Including initial site visits, training, and frequent follow-up visits as well as serving as lead customer service contact.
- Work closely with Member Services team to onboard new school-based programs and build an understanding of the way school-based programs fit within the larger network.
- Administer several school-pantry grants, including maintaining and processing all meal count data and tracking grant-related spending.

- Conduct monitoring visits to ensure compliance and assist with ongoing site capacity building.
- Establish a working group of school pantry leaders to develop a new program toolkit.
- Conduct regular office hours in schools to deepen relationships with site partners, and provide ongoing connections to additional resources, such as SNAP and WIC outreach, nutrition education resources, and the Foodlink Career Fellowship.

Community Kitchen 25%

- Collaborate with Community Kitchen leadership to develop and implement strategies to reduce food waste and increase consumption. Including Cornell's "Smarter Lunchroom" and other methodologies.
- Interact directly with students to solicit feedback, both qualitative and quantitative, and create effective feedback mechanisms to chefs and kitchen leadership. Serving as a liaison between the students/ site staff and the Foodlink Community Kitchen.
- Assist Meal Programs Coordinator with compliance and monitoring. Including ensuring that CACFP/SFSP sites are compliant with their attendance, meal count and chain of custody paperwork.
- During the summer, support Summer Meals Program innovations including our mobile models and working collect feedback about food/menus from children receiving the food.

Career Empowerment Initiatives 5%

- Develop a consistent recruitment schedule within schools for all Foodlink's CEI work
- Generate smart, actionable recruitment goals along with CEI staff

QUALIFICATIONS

- Experience in customer service and working with/within schools.
- Experience with grant administration
- Ability to occasionally work flexible hours, which may include evenings and/or weekends.
- Experience with Windows-based software, including use of the internet and advanced working understanding of Microsoft Office suite including Outlook, Word, Excel and Teams; Google suite; Email marketing software such as Constant Contact.
- Ability and willingness to learning new software programs, processes, and systems, with appropriate training
- Strong attention to detail and ability to solve practical problems under time constraints.
- Ability to organize, manage, and prioritize multiple tasks and responsibilities in order to complete work in a timely manner and within established deadlines.
- Ability to clearly communicate (speak, read and write proficiently) in English required. Ability to clearly communicate (speak, read and write proficiently) in Spanish a plus. Ability to communicate effectively, clearly, and with cultural competence through verbal, written and electronic methods.

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

SALARY AND BENEFITS

This is a full-time position paid on a hourly basis, with a range of \$20.05-\$25.19/hour (DOE). Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The employee is frequently required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects weighing up to 50 pounds

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.

Diversity, Equity, & Inclusion

Foodlink is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. At Foodlink we believe that anti-hunger work is only possible with a commitment to removing barriers caused by systems of oppression that perpetuate hunger and poverty. We recognize that systematic injustice and bias disproportionately impact some identities more than others.

Foodlink is actively working to center equity- the fair treatment of all people- in everything that we do so that everyone in our region has access to nourishing food that reflects and values cultural differences.

Foodlink is committed to listening and supporting solutions to hunger that are sourced from people and communities with lived/living experience of hunger and poverty, and to responding where inequities exist.

Foodlink is committed to taking great care to cultivate internal culture and practices that support diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. We aim to foster an environment in which everyone feels a sense of belonging and understands their connection to the Foodlink mission.

Foodlink employees have a responsibility to always treat others with dignity and respect. Employees are expected to always exhibit conduct that reflects our values and promotes equity and inclusion during work, and at work functions.