

**Title:** Agency Services Coordinator – Food Bank of the Hudson Valley

**Supervisor:** Director of Agency Services

**Status:** Full-time

**Qualifications:** Bachelor's Degree or two years related work experience. Strong writing, public speaking, analytical, and interpersonal skills. Excellent organizational ability. Ability to manage multiple projects and prioritize accordingly. Strong skills required in Microsoft Word and Excel. Valid New York State Driver's License and clean driving record. Ability to sit for extended periods of time. Ability to lift up to 20 pounds.

**General Description:** Liaison between Food Bank and member agencies; ensure that programs abide by Food Bank, Feeding America, USDA, and HPNAP policies; evaluate agency activity and engage member agency staff to maximize the benefits of Food Bank Membership, and develop and implement agency training programs. Approximately 50% of time includes local and regional field work.

**SPECIFIC RESPONSIBILITIES AND DUTIES:**

- Conduct biennial monitoring of member agencies within six-county service area to ensure agency compliance with Food Bank, Feeding America and government policies and regulations
- Assist in nutrition assessments to ensure agencies' compliance with HPNAP requirements
- Conduct effective and timely follow-up with member agencies to address concerns and infractions following site visits
- Screen new members for Food Bank eligibility; Orient new sites regarding Food Bank policies and procedures pending membership approval
- Provide agencies with ongoing support and instruction to increase efficiency, maximize Food Bank membership, and advocate for clients
- Work with Director of Agency Services to expand services to additional sites.
- Assist in the development of Food Bank membership policies and ensure adherence by member agencies
- Conduct on-going assessments of the needs and concerns of member agencies and means by which Food Bank can respond
- Assist in the development and implementation of agency training programs to enhance agencies' ability to provide quality service
- Contribute articles and educational materials as needed to quarterly newsletters and publications
- Maintain agencies' computer files in electronic database and hard copy
- Participate in regular departmental meetings
- Communicate with and work collaboratively with other department members in assessing and addressing food insecurity throughout service area
- Coordinate bulk mailings and communications for Hudson Valley member agencies as needed
- Perform other duties as necessary

**Benefits:**

- Two week's paid vacation to start; three week after three years; four weeks after seven years
- Eleven paid holidays
- Three personal days, six sick days
- Company paid individual medical insurance with prescription coverage
- Company paid individual dental insurance
- Generous 401(K) retirement program
- Company paid long term disability insurance
- Company paid life insurance
- Mileage reimbursement

**Salary:** \$37,500/year

**Additional Information:** Occasional personal vehicle use required for local business-related travel (reimbursable).

**Contact:** Please submit your cover letter and resume with writing sample to Colleen Bryar, Director of Agency Services.

The Regional Food Bank of Northeastern New York is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability, protected veteran status, or any other characteristic protected by law.