

Agency Services Coordinator Job Posting

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

The Agency Services Coordinator recruits, trains, and monitors partner agencies, which include food pantries and mobile food markets. Responsible for all documents, records and reports related to agencies, effectiveness in reaching goals, and outreach to communities. This role works closely with store donation partners to increase the amount and quality of food donated.

Responsibilities

- 1) Develop strategies to acquire and retain partner agencies to meet the Food Bank's mission and strategic goals.
- 2) Build partnerships and maintain relationships with member agencies throughout 13 county region to expand service delivery through agency orders and the establishment of new brick and mortar pantries and/or mobile pantry sites.
- 3) Provide outreach and communication to potential agencies.
- 4) Conduct regular on-site monitoring visits to member agencies to audit and ensure compliance with Feeding America and Tarrant Area Food Bank
- 5) Establish and execute a plan to achieve store donation goals.
- 6) Travel to sites in service area and ensure compliance with donation guidelines and policies.
- 7) Provide ongoing training to retail partners and agency staff involved in the store donation program.
- 8) Support campaigns for customers participating in donation programs.

Qualifications

- **Education and Experience**
Bachelor's degree and 3 -5 years related experience in customer relations or the food industry, or an equivalent combination of education and experience
- **Technical Proficiencies**
Proficient knowledge of Microsoft Office programs
- **Communication Skills**
Ability to speak, write, facilitate, teach and present material to a diverse audience
Bilingual in Spanish preferred
- **Travel**
Frequent travel in 13-county service areas, must have reliable transportation and possess a valid driver's license and proof of insurance (eligible for mileage reimbursement)

Compensation

\$40,000 annual

Office Hours

Monday – Thursday, 8:30 AM – 5 PM

Friday, 8:30 AM – 3:30 PM

Requires work schedule flexibility with occasional weekend and evening availability

Benefits

- 3 weeks PTO + 12 holidays per year (5 weeks + 2 days)
- 90% employer paid health insurance (individual coverage)
- 100% employer paid basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

How to Apply

Please submit cover letter and resume to jobs@tafb.org

Tarrant Area Food Bank is an Equal Opportunity Employer.