

Beaufort Food Rescue and Agency Outreach Coordinator

25-27 hours per week, Monday through Friday, or as needed, some weekends and after hours required.

Job Responsibilities:

- Maintain truck routes, supplies and crews to pick up and delivery, the same day, all donated food items.
- Maintain truck operations utilizing software and fleet management tools.
- Develop and review route schedules to meet donor/recipients' requirements and schedules.
- Manage truck operation, and facilitate truck maintenance, maintenance requirements and truck service.
- Manage food handling safety requirements for Beaufort agencies and volunteers.
- Assure accuracy in the recording of all food donor, recipients and volunteer information in software programs and tools, documenting food pickup and deliveries by pounds.
- Oversee the Beaufort's Healthy Food Programs with local farms and suppliers. Document for future funding.
- Maintain all truck binders, supplies, uniforms and equipment needed for the seven-day truck operations.
- Develop, implement and evaluate recruitment and retention activities for the various grocery and food rescue efforts North of Broad River.
- Develop, implement and evaluate the volunteer recruitment, management and recognition program established for Second Helpings.
- Develop and maintain the Day Captain structure of volunteer management appointing one volunteer lead per day (each day plus one for weekend) and a leader to oversee the day captains encouraging them to meet quarterly for issue management and to evaluate truck operations.
- Develop retention activities to help maintain and sustain program involvement, such as facilitating volunteer orientation groups, educating potential and existing volunteers about the benefits of the program. Provide ongoing support and motivation to the volunteers.
- Assign volunteer crews to all routes and schedules; obtain substitutes where necessary and communicate all information with Second Helpings staff.
- Conduct activities to communicate with potential volunteers about the volunteer program.
- Establishes relationships with food donors, agencies and community-based organizations. Attend and campaign at different venues, such as civic organizations, churches and community centers to raise awareness about Second Helpings mission, and its mission.
- Collaborates the effort with agencies and food donor campaigns.
- Assist in collecting photos, stories and antidotes for social marketing and image promotions.
- Follow agency's branding standards to increase awareness of Second Helpings in the Beaufort market.
- Participate as a member of the communication and truck committees.
- Provide support to the executive director in identifying and building a strong donor base in Beaufort.
- Assist with NEON CRM donor records when needed.
- Other duties as assigned by the executive director.

Minimum Qualifications:

- Experience with volunteers and/or community-based campaigns.
- Familiarity with food donor programs and/or nonprofits.
- Strong organizational skills and multitasking abilities.
- Ability to drive trucks, lift 50 pounds and represent a positive image in the community.
- Familiar and well connected in the Beaufort/Sea Islands community.

Minimum Education Requirements: Bachelors' Degree or equivalent experience, computer-savvy.

Minimum Experience: 0-2 years in related field. Drug test and background check will be required.

Send resume with three written references to: Executive Director
SECOND HELPINGS. P. O. Box 23621, Hilton Head Island, SC 29925.

No phone calls please

Deadline: June 25, 5 pm