

Gleaners Community Food Bank of SE MI Job Description

Job Title: Project Coordinator (Spanish language proficiency required)
Reports To: Operations Project Manager
FLSA Status: Non-exempt
Department: Operations
Last Update: October 2018

Gleaners Community Food Bank is committed to ending food insecurity in SE Michigan. Last year, the food bank distributed 43M pounds of food through a range of food distribution programs to a network of 500 partner agencies. We have also initiated new, innovative programs with healthcare providers and retail shopping models, and are embarking on a program to leverage bulk frozen produce. The scope of this position includes providing food distribution to healthcare participants as well as providing support for operations and deliverables tracking across this range of projects to ensure successful on-time completion of all deliverables.

Essential Duties and Responsibilities:

1. Transport deliveries locally according to schedule in a safe, responsible manner, and in accordance with company procedures and applicable DOT regulations.
2. Packing, distribution and replenishment support for special projects.
3. Must maintain a chauffeur's driver license with a safe driving record throughout employment.
4. Create, coordinate, implement and track project-specific work plans with timed deliverables.
5. Work with Volunteer Coordinator for workload planning to meet project deliverables on-time with quality.
6. Work collaboratively with Volunteer Coordinator and Warehouse Manager on food packing for project-based distributions. Assist in program food inventory tracking and management.
7. Maintain accurate and thorough project food delivery and pick-up records for participants.
8. Provide tracking management and follow-up on project deliverables to ensure timely completion of all project commitments.
9. Provide good customer service and maintain a professional manner and appearance to enhance the organization's image.
10. Build positive relationships with volunteers, partners and key external project constituents.
11. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
12. Other duties as assigned.

Scope of Position

Budgetary Responsibility: None
Personnel Responsibility: None
Access to Confidential Info: High
Supervisory responsibility: None
Customer contact:
Donors: Low
Volunteers: High
Partners: Moderate
Outside Vendors: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Bachelor's degree in related field
- Chauffeur's license with safe driving record
- Spanish language proficiency required
- Project management experience with demonstrated ability to track and manage deliverables to successful completion
- Strong organizational and time management skills with attention to details
- Strong interpersonal and communication skills
- Demonstrated ability to work collaboratively and build relationships to achieve program results
- Demonstrated problem solving skills
- Self-starter with ability to accomplish tasks and follow-through to meet deadlines

Language Ability

Excellent verbal and written communication skills are required. Strong interpersonal skills with all customers and contacts, internal and external, are required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or team members of the organization. Spanish language proficiency required.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to understand and carry out instructions furnished in written, oral, or diagram form.

Equipment

The position requires operation of standard office equipment including but not limited to: Personal computer, printer, photocopy machine, pallet Jacks, and other industrial machines.

Work Environment:

The standard work environment is distribution facility setting with fluorescent lighting. There is also a significant amount of time spent exposed to outdoor environment with varying temperatures. The noise level in the work environment is usually moderate.

Physical Demands

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of walking or standing are required.