

## THE ORGANIZATION

**Feeding Westchester** is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. Last year, we moved nearly 10 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers and schools. Because of that, we supplied 7.8 million meals to children, families, and seniors and mobilized 11,000 volunteers and over \$4 million in donations to help end hunger here. But, the need remains, and we have work to do. **We are looking for talented people to help us change the world for our neighbors in Westchester County. What are you looking for?**

## THE OPPORTUNITY

**Feeding Westchester** has an exciting opportunity for a passionate and dedicated Agency Relations Coordinator. Working within the Agency Services Department, the Agency Relations Coordinator will develop and cultivate relationships with participating member agencies. The Agency Relations Coordinator will be the primary point of contact between Feeding Westchester and member agencies to ensure that agency needs are met within the parameters of the requirements of federal and state government, Feeding America and Feeding Westchester. Working collaboratively with the Agency Relations Manager, the Agency Relations Coordinator will provide member agencies with necessary resources to develop, expand, and maintain their service to the community through assistance with recruitment, evaluation, enrollment and orientation of new member agencies and maintenance of the network. Strong analytical and organizational skills and the ability to communicate and work effectively with people from a wide variety of diverse backgrounds are a must. Must have a deep interest in hunger relief and knowledge of social service programs!

## ESSENTIAL FUNCTIONS & RESPONSIBILITIES

### **Agency Monitoring and Reporting**

- Conduct agency site visits, observe operations and review documentation to ensure compliance with Feeding America's regulations. Track and schedule future site visits to ensure completion in a timely manner.
- Maintain and monitor site visit calendar ensuring full teams visits are made within set timeframes
- Maintain accurate records by reviewing monthly agency statistics, updating and maintaining the Food Bank's agency database and maintaining updated information in member agency files.
- Assists with all aspects of monthly statistical data collection from member agencies, manage quarterly and annual reporting.
- Setup and monitor grant allocations such as HPNAP and other adopt a pantry grants.
- Provide technical assistance and support to agencies related to membership including application and renewal procedures, ordering process, reporting requirements, and record keeping.

### **Client Registration Initiatives**

- Actively participate in onboarding and launching of electronic client software at partner sites.
- Provide client registration software training (onsite & webinar) to partners participating.
- Provide technical assistance as needed.
- Assist with creating User Manual, and other needed materials for partner sites.

### **Programs & Administration**

- Assist with production and distribution of agency communication materials/methods including the newsletter, member agency manual, capacity building strategies and informational brochures.
- Identify target audiences (unmet populations/seniors) where the Food Bank is currently not providing services or populations are unaware of our services.
- Provide backup for stages of product distribution to member agencies including order taking, applying grants, delivery outreach, etc.

- Assist with agency capacity initiatives leading to partners providing increased and enhanced services.
- Provide additional clerical and administrative support for office as required or requested by supervisor.

### **Network Representative Meetings**

- Act as liaison between the Food Bank and member agencies by promptly responding to agency calls, requests for information and complaints to ensure all questions are satisfactorily answered, all requested materials are sent and orientation trainings are scheduled.
- Represent Food Bank at various community and hunger relief organization meetings.
- Assist and coordinate various agency/community meetings, by preparing for meetings, keeping minutes and coordinating relevant mailings.

## **POSITION REQUIREMENTS**

### **Required Education/Experience**

- Graduation from a standard senior high school or equivalent; College degree preferred.
- Must be able to multi-task.
- Ability to work well under stressful conditions.
- Able to work with minimum day-to-day supervision.
- Demonstrate initiative to independently identify needs and flexibility to help where needed.
- At least two years of administrative experience in a corporate setting preferred.

### **Required Knowledge/Skills**

- Must be proficient in latest software and technology Microsoft Suite, Excel, PowerPoint, and Word
- Must have experience using Survey software to create, collect and create reporting
- Experience using business analytic tools such as Power Bi and Tableau preferred
- Excellent recordkeeping, writing, communications and interpersonal skills.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized detail oriented and able to keep accurate records and follow up.
- Will maintain a valid Serv-Safe food safety managers certificate
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.
- Must be proactive team player with a strong interest in helping to solve hunger issues in Westchester County

## **ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

## **HOW TO APPLY**

Interested Applicants should send resume, cover letter, and salary requirements to [postings@feedingwestchester.org](mailto:postings@feedingwestchester.org) with the name of the position in the subject line.