

**Ohio Association of Foodbanks**

<b>Location:</b>	100 East Broad Street, Suite 501, Columbus, OH 43215		
<b>Job Title:</b>	Food Programs Coordinator		
<b>Reports to:</b>	Carol Whitmer	<b>Title:</b>	Director of Grocery Procurement
<b>Starting Salary:</b>	Pay Grade 4	<b>Type of position:</b> Entry to Mid-level	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**Position Overview**

This full-time position will provide support to the Ohio Food Program and Agricultural Clearance Program, innovative summer meals programs, and other special and seasonal food programs operation and implementation. The Ohio Food Program and Agricultural Clearance Program are the Ohio Association of Foodbanks (OAF) core food programs and provide 20 percent or more of all food distributed by Ohio’s foodbanks. Innovative summer meals programs provide shelf-stable meals and supplemental perishable items to children underserved by traditional summer meals programs. Other special programs include the Local Food Purchase Assistance Program and additional programs targeting specific commodities and/or food insecure populations. This position will be responsible for tracking purchasing patterns and trends across food programs. This position will cross-train with all food program directors on all core, special, and seasonal food programs and serve as primary back-up on critical daily and weekly operations.

**Essential Job Functions**

- Assist purchasing staff by entering orders and/or receiving reports. Follow up on quality issues, product rejections, discrepancies, damages, late loads, and other unforeseen problems.
- Work collaboratively with the food programs team to communicate about and manage the accounts payable processes to make sure correct rates have been invoiced and provide resolutions for all billing disputes.
- Generate reports using Excel and web-based accounting software NetSuite.
- Reconcile program budgets on a weekly basis.
- Coordinate the compilation and analysis of purchasing patterns and trends across food programs, to support directors and foodbanks in understanding historical trends, areas of program duplication, etc. and to assist OAF leadership in communicating about trends to external stakeholders.
- Participate in network related phone calls, webinars, and trainings.
- Assist with the summer meals program by conducting and coordinating weekly site visits during the summer months, coordinating sponsor paperwork, and entering inventories into database.
- Assist with the sponsor application process and arranging transportation for the summer meals programs.
- Cross-train on core food programs functions and serve as primary back-up for program directors in the event of time off, field work, work-related travel or conferences, etc.
- Assist in planning meetings, conferences, webinars, and trainings as needed.
- Attends work regularly and on time, as attendance and punctuality are essential functions for this position.

**Other Duties and Responsibilities**

- Acts as an engaged member of the association staff and contributes to an equitable workplace.
- Participates in staff and team meetings and professional development as needed
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks networks.
- Other duties as assigned.

**Required Qualifications and Competencies**

- High school graduate or equivalent required; bachelor’s degree preferred
- Three years minimum experience with computer, data entry, inventory management or related field
- Proficiency in Excel required
- Must be willing to acquire ServSafe certification within six months of employment if not already certified (OAF will pay for this and other relevant professional development and certifications)
- Prior experience working with USDA programs a plus
- Knowledge of accounting software and/or ERP software is a plus, or similar experience from within industry; demonstrated ability to learn new software platforms required
- Knowledge on issues of food insecurity, nutrition, and/or poverty preferred
- A demonstrated commitment to high professional ethical standards.
- A flexible and positive attitude are highly desired characteristics.
- Excellent computer skills and proficiency in Microsoft products and web-based software.
- Excellent communication skills, both verbal and written.
- Excellent interpersonal skills, and high comfort level working in diverse environments.

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- Strong attention to detail and organizational skills.
- Must have a valid Ohio driver's license, state-required minimum insurance, reliable transportation, and ability to travel to work sites within and outside of Ohio as needed.
- Willingness to work flexible hours occasional early mornings, late evenings and weekends as needed.
- Must be able to remain in a stationary position for extended periods of time. Position occasionally requires lifting and moving up to 30lbs.

*This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

*The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.*