Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Food Programs Coordinator		
Reports to:	Carrie Harshbarger	**Title:**	Senior Director, Food Supply Chain
Starting Salary:	**Pay grade:** 1 **Type of position:** ☒ Full-time ☐ Part-time	Hours: 40 / week ☐ Exempt ☒ Nonexempt	

Position Overview

This position will provide support to the Ohio Food Program and Agricultural Clearance Program and other special and seasonal food donation, recovery, and sourcing programs. Working collaboratively with the Ohio Association of Foodbanks' Food Supply Chain team, Ohio 12 regional Feeding America foodbanks, agricultural producers, food industry partners, and other stakeholders, the Food Sourcing and Programs Coordinator is responsible for administering assigned program activities, maintaining accurate records of all receiving reports, and continued process improvements between fiscal and supply chain teams, and supporting food sourcing and recovery initiatives. This position requires a proactive, solution-oriented individual who demonstrates strong communication and organizational skills, independent problem solving, and the ability to manage multiple priorities while contributing to OAF's mission of increasing access to nutritious food for Ohioans.

Essential Job Functions

Primary Duties:

- Support the development and implementation of statewide food rescue and agricultural surplus recovery initiatives including established programs such as the Field to Foodbank partnership with ODNR and any new opportunities, in collaboration with foodbanks, agricultural producers, food businesses, and other partners.
- Coordinate communication and logistical activities associated with food rescue opportunities working collaboratively with foodbanks and other partners to facilitate the recovery and distribution of surplus
- Track and organize program data for food recovery and donation activities from OAF, Feeding America, and network foodbanks to identify trends, measure outcomes, and support reporting.
- Identify opportunities using data to improve food sharing, reduce food waste, and strengthen collaboration across Ohio's foodbank network.

Secondary Duties:

- Enters all receiving reports from foodbanks and other distribution partners into accounting software.
- Reviews weekly discrepancy reports provided by the Controller and collaborates with the Finance Manager, Director of Food Sourcing, and foodbank partners to investigate and resolve receiving discrepancies, including missing or inaccurate weights, incomplete documentation, and other data entry errors.
- Assists with weekly reconciliation of program budgets and purchase orders. Assists with tracking any unique program budget needs, communicating balances with foodbanks, and identifying and appropriately directing any communications on discrepancies between foodbanks, OAF, and vendors.
- Generates weekly reports on missing receiving reports and works with foodbank contacts on any missing reports.
- Provides back-up support to the Director of Food Sourcing on quality issues, product rejections, discrepancies, damages, late loads, and other unforeseen problems as needed and in consultation with food procurement and fiscal staff.
- Participates in network related phone calls, webinars, and trainings.
- Assists in planning meetings, conferences, webinars, and trainings as needed.
- Work closely with the senior director to identify opportunities for cross-departmental collaboration.
- Seek and acquire new information and keep up with emerging industry research and trends.

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Other Duties and Responsibilities

- Attend work regularly and on time, as attendance and punctuality are essential functions for this position.
- Acts as an engaged member of the association staff and contributes to an inclusive, welcoming workplace.
- Participates in staff and team meetings and professional development as needed.
- Identifies new initiatives and best practices within other states for potential adaptation/replication.
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks network and related to its mission, its work, and its roles.
- Maintains confidentiality and protects sensitive information.
- Other duties as assigned.

Qualifications and Competencies

- Three years minimum experience with food sourcing, agribusiness, food service or retail, nonprofit, inventory management or related field required.
- High school graduate or equivalent required; bachelor's degree preferred.
- ServSafe certification required. Must be willing to acquire certification within six months of employment if not already certified.
- Proficiency in Excel required.
- 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.
- Strong attention to detail and organizational skills.
- Willingness to work flexible hours including occasional early mornings, late evenings and weekends as needed.
- Willingness to work in a hybrid work environment including at least 3 days in the office per week.
- Ability and willingness to travel as needed.

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, national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.