

## Volunteer Coordinator

JOB TITLE: **Midwest Food Bank GA Volunteer Coordinator**

REPORTS TO: **Executive Director**

OVERSEES: **Volunteers**

STATUS: **Full-time**

**EXECUTIVE SUMMARY:** Midwest Food Bank (MFB) is a \$350M non-profit organization with ten divisions in the U.S. and two operations internationally. MFB operates with \$57M in assets and an annual organizational operating budget of \$12M to distribute over \$350M in food and disaster relief food boxes to 2,000 agencies. MFB is seeking a Volunteer Coordinator to provide staff support for all volunteer-related activities, including scheduling and managing volunteers, group projects and special events for the MFB Georgia division located in Peachtree City, GA. Additionally, the Volunteer Coordinator will be responsible for oversight of all Social Media operations for the Georgia division. This role will represent Midwest Food Bank to the community in a professional and positive manner.

### QUALIFICATIONS:

- College Degree
- 2-years relevant work experience, 5-years desired
- Excellent written & verbal communication skills
- Demonstrated ability to operate well in a dynamic operating environment
- Proficient with Microsoft Office products and ability to learn additional software (for example Salesforce and Golden)
- Experience in social media platforms desired

**BASIC FUNCTIONS:** The Volunteer Coordinator facilitates the contribution of over 45,000 hours by more than 4,000 volunteers supporting the operations of Midwest Food Bank GA. The Volunteer Coordinator represents Midwest Food Bank to the community, recruits a pipeline of volunteer, and ensures their fit for a variety of roles. The Volunteer Coordinator orchestrates volunteer projects and special events. Additional community engagement roles including Social Media oversight is provided by the Volunteer Coordinator in an effort to advance the Midwest Food Bank mission.

### ESSENTIAL FUNCTIONS:

- Advertise & promote volunteer opportunities to support routine distribution activities including: Load Out, Pre-Pack and other special activities and events.
- Schedule volunteers and volunteer groups. Manage the volunteer calendar. Ensure all volunteers have a meaningful, productive volunteer experience.
- Ensure Set-up and Clean-up is complete for volunteer group processing projects, through coordination with the Warehouse Manager, with intentional focus on safety.
- Oversee the Volunteer Leader Program including recruitment, training and recognition.
- Plan and execute periodic volunteer appreciation events.
- Provide newsletter content regarding volunteer groups or volunteer spotlight candidates
- Participate in off-site promotional events, such as: check presentations, community relations events and fundraising events.

- Provide regular weekly updates on Social Media platforms
- Fosters a Christ centered culture, building relationships and appreciation for peers and volunteers.

**MIDWEST FOOD BANK MISSION STATEMENT:**

As a faith-based organization, it is the mission of Midwest Food Bank to share the love of Christ by alleviating hunger and malnutrition locally and throughout the world and providing disaster relief; all without discrimination.

**APPLICATION FOR THE POSITION:**

Interested candidates can apply with a resume by emailing Kim Schnoes, Midwest Food Bank GA Advisory Board Member by end of day, Wednesday, August 11. Email Kim at: [kschnoes.mfb@gmail.com](mailto:kschnoes.mfb@gmail.com)