



POSITION: Agency Relations Coordinator
REPORTS TO: Manager of Agency Relations
STATUS: Non-Exempt

For over thirty years, All Faiths Food Bank (AFFB) has offered food and hope to the hungry and Sarasota and DeSoto Counties. Our mission is, together with our partners, we provide healthy solutions to end hunger in our community. In 2020, All Faiths Food Bank distributed a record 22.4 million pounds of food! 18.4 million meals were distributed to children, families, seniors, veterans, and those in crisis last year. We provide food in Sarasota and DeSoto Counties.

GENERAL FUNCTION:

The **Agency Relations Coordinator** serves as a critical liaison between AFFB and its member agencies to ensure effective, equitable, safe, and efficient food distribution to our hungry families in our service area. The Agency Relations Coordinator reports to the Manager of Agency Relations.

MAJOR RESPONSIBILITIES & SPECIFIC DUTIES:

- In collaboration with the Manager of Agency Relations, monitor member agencies for compliance with policies and procedures.
- Assist with reviewing and processing agency orders; as necessary.
- Assists with Site Monitoring and monthly reports.
- Assists in preparation of regularly scheduled training for partner agencies and programs, including annual conference gatherings when permissible.
- Assists with preparation and distribution of agency newsletter.
- Assist in maintaining Equipment Asset Log for AFFB-owned property at agency locations.
- Assist agencies in maintaining/servicing All Faiths Food Bank equipment
- Supports and assist with disaster preparedness plan.
- Assist with Recall Process communication and traceability.
- Maintain up-to-date agency files and updated agency information databases using Primarius and the AFFB shared drive.
- Respond to agency questions, concerns, and/or challenges.
- Assist Manager of Agency Relations in ensuring compliance with AFFB's and Feeding

America operational and food safety standards.

- Assist Manager of Agency Relations in ensuring that all USDA TEFAP guidelines and protocols are followed for all parts of the Food Bank network.
- Collaborate with operations team to ensure efficient distribution of food products to agencies.
- Assist Manager of Agency Relations with planning for mass food distributions e.g., turkey distributions.
- Assist Manager of Agency Relations with member agency orientation.
- Assist Manager of Agency Relations with provision of technical assistance to member agencies.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

REQUIRED QUALIFICATIONS/SKILLS

- A Bachelor's degree in related field with a minimum of three (3) years of experience in similar or related positions; program administration, customer service management.
- A passion to address the needs of those who face hunger and are food insecure.
- Acceptance and commitment to All Faiths Food Bank's values, vision, and mission.
- Ability to effectively communicate and interact with diverse clientele and staff.
- Maintain a current ServSafe Food Certification; or be able to obtain within 3 months of hire.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to work and communicate effectively and efficiently with community members from a variety of cultural background and social economic levels.
- Impeccable attention to detail and accuracy while operating in a fast-paced environment.
- Collaborative work style and solutions focused outlook.
- Ability to accommodate a flexible schedule, including some evenings and occasional weekends.
- Computer literacy and proficiency in technology and common software, as well as ability to learn new systems and software.
- Ability to adhere to social distancing and mask requirements.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging, and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems, and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.