



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Food Insecurity Program Coordinator

Primary Function/Department: Administration

Revision Date: February 1, 2022

Reports to: Sr. Director of Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Program Coordinator at YMCA of Paterson intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined and also builds the community's understanding of the YMCA's cause and impact **through development and implementation of effective marketing and communications strategies in all YMCA service areas.** Also, the program coordinator should work to advance and leverage the YMCA of Paterson's cause and brand.

HOURS: Monday - Friday 9:00am-5:00pm

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

LEADERSHIP COMPETENCIES:

- Collaboration
- Communication & Influence
- Philanthropy
- YMCA Team Leadership certifications (must be acquired within 2 years)

FOOD PROGRAM ESSENTIAL FUNCTIONS

1. Collects data from all appropriate program sites to complete reports
2. Order food and supplies as needed and appropriate by site & ensure timely delivery of same
3. Creates flyers, memos, letters, brochures, thank you cards, etc, for the all donations
4. Execute all aspects of food distributions and donations to the community and supports community members with any questions on distribution days.
5. Maintain accurate program documentation (invoices, delivery receipts, sign-in sheets, etc.).
6. Collect and solicit donations for the food pantry and ensure that all supplies, food and equipment are available and kept safe; Develops, stocks, and accurately maintains food pantry inventory
7. Coordinates local business for partnerships, donations or sponsorships
8. Attend monthly and quarterly meetings and scheduled trainings
9. Creates report to be sent to grantors that are based on the budget (Grant)
10. Submit claim vouchers to be sent to the Department of Agriculture for reimbursement
11. Visit sites to make observations on program procedures and implementation
12. Create filing system for all sites with all the documentation that is required from all grantors (i.e. Y Alliance, DOA, YUSA) and file all documents in the appropriate files and upload copies into the share folder
13. Provide timely monthly reports to supervisor as to the status of all projects and work responsibilities
14. Monitors vending machines sales and vendor quality and makes adjustments as needed
15. Researches and applies for grants related to food insecurity and food expansion; Completes and executes all aspects of grants existing grants and new grants acquired
16. The ability to articulate and model YMCA's four core values of Caring, Honesty, Respect and Responsibility
17. Directly assists in the organizational Annual Campaign, Healthy Kids Day and other YMCA of Paterson Events
18. Execute any and all projects as assigned by direct supervisors, VP and CEO
19. Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.



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QUALIFICATIONS:

- Bachelor's in Food Service Management or a related field preferred or equivalent combination of education and experience.
- YMCA Team Leader certification preferred.
- Previous professional experience in membership, marketing and/or sales preferred; experience with Publisher or Adobe Suite (InDesign & Illustrator).
- Excellent personal computer skills and experience with standard business software.
- Must have strong interpersonal, public relations and communications skills, including the ability to make presentations and handle media inquiries.
- Must be punctual, responsible and pay attention to detail
- Must be able to go into the community for in person marketing and attend community events

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The employed will be expected to go out into the community & special events on a regular & continued basis for in person marketing and networking
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10-20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Vice President of Administration Name

Vice President of Administration President Signature

Today's date: _____

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."