**Mobile Pantry Coordinator**

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results.

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

**What you'll do**

We need a service-oriented individual to coordinate and facilitate our Mobile Pantry Program. The Mobile Pantry Program is the largest program at MFB that distributes hundreds of thousands of pounds of healthy and fresh foods into communities across our 48 county service area.

**Here are examples of what you'll be doing everyday:**

* Develop the Mobile Pantry strategy and schedule by coordinating dates with sites and partner organizations with a focus on under-served communities and priority areas determined by data sources and food insecurity needs.
* Complete the behind the scenes tasks of promotion, maintain records, and other necessary tasks.
* Conduct Mobile Pantries by completing truck orders, managing volunteers, and overseeing the entire distribution process. Muscle and work ethic required.
* Communicate effectively with our community partners across departments and with the public as a representative of the Mountaineer Food Bank.

**And then there's you....**

* You're a team player—willing to chip in wherever and whenever needed to fulfill the goals of the Mobile Pantry Program with positive mindset.
* You're organized, motivated, and a people person.
* Can handle multiple projects and follow procedure, enforcing it as the need arises.
* Have a flexible availability, Monday through Saturday, with most work weeks being 4 full days, Wednesdays through Saturdays
* Detail oriented! There are a lot of details. You are the person that finds the typo no one else sees.
* A true believer. You want to change the world and help West Virginia! You are hopeful and helpful and ready to keep your boots on the ground and eye on the prize.

Of course...

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

$26-32k range plus generous benefit package including health insurance, vision, dental, lift, paid time off, and 401k option. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by January 31, 2020.

Feel free to call or direct any questions about this opportunity to Executive Director, Chad Morrison at chad@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!