



**Role:** Site Coordinator/ Lakewood CO

**Commitment:** Part Time; 20 hours ; Paid Position

**Date Posted:** April 4 2022

### **Company Description**

JeffCo Eats is a not for profit organization based out of Lakewood, Colorado dedicated to supplying nutritious foods year round for over 10,000 children and their families each week. We are a volunteer led organization that delivers food to over 27 schools and 7 metro west housing section 8 communities and non profits - supporting intermittently hungry working class families with children with supplemental foods. We provide **food with dignity** and believe **no child should be hungry**.

### **Job Description**

The role of Site Coordinator will be highly operational and centers on ensuring flawless execution for the Jeffco Eats program. The Site Coordinator will need to have strong leadership skills and administrative experience; the ability to foster positive relationships with our core volunteers; and the ability and desire to manage inventory, lead critical team meetings, build team collaboration, and coordinate volunteer staffing.

### **Daily and Monthly Responsibilities**

- Lead and advise core volunteers by hosting a weekly Thursday meeting and managing email and phone correspondence to ensure flawless coordination of stocking, packing and distributing food.
- Tightly manage the monthly budget to ensure sufficient and timely stock of food. Also seek out culturally appropriate food and develop relationships with local vendors.

- Actively engage in recruitment of Latinx and BIPOC core volunteers, companies, and weekly volunteers. Create leadership from the community and shift to include this community-led model.
- Lead by collaboration in matters of food purchasing, receiving and pulling orders.
- Develop and engage Friday Core Team - creating an excellent experience for volunteer packers. Gather feedback, encourage volunteers to return, post positive feedback and photos to social media. Advocate to core volunteers need for additional volunteers when needed.
- Build and support team [produce fresh ] focused on sourcing and delivering pantry fresh items and produce. Includes oversight of stocking and managing an in house pantry.
- Help lead and manage volunteer appreciation events and food drive events. Work with a volunteer coordinator on these duties.
- Days to work will be Friday 8 to 1, Tuesday and Thursday 8 to 12 and set hours other days to have a minimum of 20.

### **Skills and Qualifications and Salary**

- Fluent in Spanish
- Personal vehicle to use for work visits and meetings
- Proven organizational skills, including time management
- Project management experience
- Strong problem-solving and analytical skills
- Self sufficiency; the ability to work with minimal supervision
- Strong verbal and written communication skills
- Attention to detail
- Passion for hunger advocacy
- Hourly wage: 20 hrs week at \$20 to \$25 an hour . Depending on experience. No medical insurance

### **Preferred Qualifications**

- 2+ years of experience in an operational role of similar capacity
- Proficient in Microsoft Excel and other Microsoft Office software