AmpleHarvest.org(SM)

"Sharing your garden bounty with Neighbors in Need"

AMPLEHARVEST.ORG
FOOD PANTRY OUTREACH COORDINATOR
JOB DESCRIPTION

Introduction:

AmpleHarvest.org represents a new model for addressing hunger/malnutrition in America... moving information instead of moving food. This is an opportunity for you to bring new ideas and energies within the mission and goal of AmpleHarvest.org. The below information is a starting point – you will be in a position to grow the job description and the jobs impact. Note however our goal is to solve a problem... not grow AmpleHarvest.org into an ever increasing larger organization. Thus the goal of this position is to help every food pantry (may be called food shelf, food closet, food cupboard, food pantry or food bank in different locations) in America learn about AmpleHarvest.org and register at www.AmpleHarvest.org thereby enabling nearby growers to donate excess garden produce to them. Once the large percentage of America's food pantries are registered and once growers nationwide learn that they can and should donate excess food, your job and AmpleHarvest.org's raison d'être (reason to exist) will cease. It might be in 5 years or in 25 years... but that is our goal.

America has an estimated 33,500 food pantries nationwide. Currently, nearly 6,000 of these pantries are registered at AmpleHarvest.org. ***The prime function of this position is to find and invite the remaining 26,500 food pantries to join AmpleHarvest.org.***

This job is ideal for a motivated "self-starter" who can work from a home/remote office without supervision, track and record work on the project and meet goals. This is your chance to be an agent for change by helping millions of Americans who rely on food pantries, get the opportunity to receive freshly harvested food that would otherwise be left to rot in gardens. Learn more at www.AmpleHarvest.org/PBS and www.AmpleHarvest.org/TEDx.

Job Description:

The Food Pantry Outreach Coordinator reports to the Executive Director and main responsibilities include:

- Implementation of AmpleHarvest.org's strategic plan to engage local, regional and national hunger agencies (e.g. food pantries/cupboards/shelves/closets/banks).
- Research and identify appropriate contacts within agencies and establish relationships to further AmpleHarvest.org's mission and efficiency to reach food pantries and similar agencies.
- Establish long-term communications plan with agencies.
- Design local, regional and national strategies to raise awareness of AmpleHarvest.org
- Notes:
    - This position starts with a three month probationary period. Continuation of employment will be reviewed and determined at the end of the three month period, at the sole discretion of AmpleHarvest.org.
    - At this time, no benefits are available for this position, although it is the hope that as AmpleHarvest.org's fiscal strength improves, benefits may become available at a later date.
    - This is not a 9 to 5 job but it is a 40 hour per week job. With some exceptions, you'll make your own hours.

Responsibilities:

- Coordinate with the Executive Director to:
    - Ensure consistency and efficiency in reaching agencies.
    - Establish outreach and communications plan to achieve organizational goals.
    - Develop, create and distribute print and digital publications.
    - Plan innovative community education and engagement activities to stimulate involvement in targeted communities.
    - Plan press events to promote the program.
    - Establish and manage relationships with program directors and communication personnel from other hunger initiatives and agencies.

Expectations:

- Use a variety of search tools, media and personal connections to help locate and invite food pantries nationwide to register at AmpleHarvest.org.
- Work with all of the 200+ food banks in the Feeding America network to distribute information to the pantries.
- Verify and activate each food pantry once registered.
- Assist pantries needing help with registration or account updates.
- Help develop ways of measuring the impact of your outreach
- Work with pantries to help them report back to AmpleHarvest.org, the donations from local growers
- Work with pantries to help promote AmpleHarvest.org.
- Partner with organizations working with the hunger community to help spread awareness.
- Help develop blog articles for bloggers
- Help with the development of video content for pantries

Skills:

- Prior experience as a sales representative a plus
- Working knowledge of Spanish a plus but not required
- Knowledge of effective communication and public outreach techniques.
- Organizing outreach and educational campaigns.
- Developing clear written content for web-based and print materials
- Ability to communicate effectively both orally and in writing.

Qualifications:

- College Degree or higher
- Understanding of food waste, hunger in America and the American food bank network is a plus.
- 2 or more years of experience with community organizing, outreach activities and working with community leaders.
- Must be totally comfortable and competent with computers, email, using the web, social media tools, search engines, etc. Must have your own work space, computer with video camera for video calls, virus/firewall protection, printer, high speed Internet connection and phone with unlimited long distance (domestic only) plan. Monthly fixed stipend will be provided to cover some of these costs. A copy of Microsoft Office software (Outlook, Word, Excel, etc.) will be provided for free if needed.
- Strong interpersonal and motivational skills
- Strong communication skills, both oral and written
- Demonstrated ability to work across cultures and with diverse community groups

Note: *AmpleHarvest.org, Inc. welcomes people of diverse backgrounds and life situations. As such, AmpleHarvest.org Inc. does not subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status.*

*If you are interested in applying for this position, please send your resume to StaffApplications@AmpleHarvest.org and put "***APPLICATION-FOOD PANTRY OUTREACH COORDINATOR"** in the subject field.