

Harvesters employees are mission-driven: we want to improve how our neighbors access nutritious food. If that sounds appealing to you, come join us! We're a friendly, innovative, and passionate bunch of folks. We're building a talented and diverse team that works hard together toward strategic goals. We also support our employees' growth and desire to live well-rounded lives. We strive for teamwork; everyone is ready to lend a helping hand, whether it's your first day on the job or your thousandth.

Job Summary: Organize and expand community engagement and hunger awareness opportunities. Responsible for volunteer reservations, scheduling tours and presentations. Responsible for coordinating, implementing, expanding and evaluating annual food drives and community events. Supervise and mentor the AmeriCorps Members serving in the Community Engagement Department at the Kansas Distribution Center.

PRINCIPLE RESPONSIBILITIES:

- Coordinate all aspects of individual, group and school volunteer engagements at the Kansas Distribution Center.
- Coordinate the expansion of speaking engagements proactively seeking opportunities to increase hunger awareness.
- Represent Harvesters through community talks and poster displays with schools, faith-based, and civic organizations to cultivate support amongst current and potential donors.
- Coordinate, expand and grow logistics of annual and ongoing drives, including: Our Community Can, Touch a Truck and Take Your Can to School.
- Serve as staff lead for youth engagement and service learning opportunities at the KDC.
- Coordinate the Community Service Worker program at the Kansas Distribution Center.
- Support Harvesters agencies partners with volunteer recruitment efforts.
- Prepare accurate and timely after action reports to analyze results, assess growth opportunities, retain and re-engage sponsors and ensure efficient resource utilization for annual, lapsed and community event food drives.
- Maintain up-to-date database files, ensure timely and accurate donation and information entry.
- Supervise and mentor AmeriCorps Kansas Members serving at the Kansas Distribution Center, ensuring compliance with stated grant requirements.
- Perform other duties as assigned.

OTHER ASPECTS OF THE JOB:

- This position's normal work schedule is **Tuesday thru Saturday** with a required Tuesday evening shift, additional occasional weekend and evening hours may be required.
- Must have a commitment to the mission of Harvesters.
- Must be able to effectively communicate and interact with coworkers, managers, customers/clients and donors
- Must be able to multi-task effectively to manage high-level of activity.
- Must have strong attention to detail and have good organizational skills.
- This position functions in an office environment and requires travel in the service area.
- Must be able to use general office equipment, such as telephones, computers, calculators, and copiers.
- Must be able to lift 50 pounds, drive a cargo van and be comfortable in a warehouse environment.
- This position requires an understanding of all Harvesters food safety policies and compliance with all food safety related procedures.

QUALIFICATIONS:

Required:

- Minimum 2 years experience coordinating volunteers.
- Ability to take initiative, coordinate across departments and follow through in a fast-paced environment.
- Outstanding customer service, organization and presentation skills.
- Excellent verbal and written communication skills.
- Computer fluency with experience in Office Suites and Spreadsheets.
- High School Diploma

Preferred:

- Bachelor's Degree
- Experience supervising volunteers, interns or staff members.
- Experience in nonprofit fundraising or equivalent.
- Database management experience.
- Knowledge of Topeka's philanthropic community.