



Program Coordinator (Community Engagement) (Full-Time, Non-exempt)

Be a go-to staff member in the Food Shelf and Clothing Closet! Join our team as the Program Coordinator. Dig into the ins and outs of all of our programs. Help build partnerships with organizations, adding our voice to the improvement of the hunger sector. Work closely with the other Program Coordinator who is focused on efficiencies and operations. Wield your knowledge for good, supporting system changes and organizational growth!

We Have:

- An organization that is an innovator and one of the leaders in the Food Shelf sector in Minnesota, with new initiatives like Better Shelf for Better Health and Mobile Choice (food shelf delivery).
- A small but mighty staff with a lot of heart, humor, energy, and brain power. We work together, doing so much more than we could individually.
- Great opportunities for continuing your own professional development throughout the year.
- Health insurance, retirement (with a match!), and PTO time.
- Cake (for your birthday).

You Have:

- A love of connecting with people. You enjoy meeting new people and working together on finding solutions big and small.
- A supportive and complementary work style. You excel when working in partnership with your coworkers on this mission focused work.
- High-energy, confident presence during fast-paced client service hours. Ability to shift gears effortlessly and with good humor. This role is not boring!
- The ability to build trust with the program volunteers who bring ideas and questions. You provide support and direction for their work.
- A schedule you love. You prefer, nay, you THRIVE on a schedule with variety, sleeping in some mornings and getting home by 5 other days.
- The desire to learn more about the food shelf and basic needs service sector, understanding Valley Outreach's role within those sectors, and being a part of moving the agency forward with fresh initiatives or improvements. And you love sharing our story, values and philosophy with others.

Shared Program Coordinator Tasks

The two Program Coordinators will work together closely to implement Valley Outreach's mission driven programs. This Program Coordinator position will be focused on community engagement, with the other focused on operations. Be a part of the team that adapts and adjust to best support our clients! Work side by side with the Program Coordinator (operations) on these shared tasks:

- Bonus Friday, The Clothing Closet, new program planning and development, volunteer management, events, food safety, and To-Go Bags.
- Support the day to day operations of all Valley Outreach programs as needed.

Core Program Coordinator (External Relations) Job Tasks

While many tasks are shared, the following are the focus area of this position:

- Partnerships & Networking: Be the Valley Outreach voice at sector meetings, with food banks, and with neighboring food shelves. Engage in improving the sector as a whole!
- Walk In Client Service Hours Manager: Manage the flow and process during our open walk in hours (15 hours per week).
- Food Drives: Connect with all the organizations, families, businesses, and schools supporting our work through food and clothing drives.
- Grants: Provide background information and reporting details on grants with local supporters, in conjunction with our Development and Grants Management Associate.

About Valley Outreach

The mission of Valley Outreach is to help our St. Croix Valley neighbors who are in need of food, clothing, emergency financial assistance, and other support, while respecting individual dignity and offering encouragement and hope.

Founded in 1983 as the St. Croix Valley Emergency Food Shelf, Valley Outreach is a community-based, privately funded nonprofit serving our St. Croix Valley neighbors who, for a variety of reasons, find themselves in need of basic necessities.

Qualifications & Experience

- Nonprofit experience required, preferably in the basic needs sector.
- Ability to multi-task in a fast-paced and changing environment.
- Highly organized and adaptive - ability to multi-task and manage details in a fast-paced, energetic and changing environment.
- Strong understanding of working with individuals of differing ages, races, and socio-economic backgrounds.
- Physical ability to load and unload boxes and bags on a regular basis. Lift up to 50 pounds.
- Ability to work closely and communicate effectively as part of a team.

Salary Range: \$32,000-38,000

Work Hours

Monday, Wednesday and Friday 8 am to 4 pm; Tuesday and Thursday 12:00 am to 8 pm. Flexibility to accommodate evening and weekend hours when required.

Competitive salary and benefits based on qualifications. To apply, send cover letter and resume to liz.riley@valleyoutreachmn.org.