



HISPANIC CENTER

of western michigan

We are seeking an energetic and dedicated individual that has a close understanding of the community we serve. The Food Distribution Coordinator will provide direct support to our Family Support Services team under a contract with the Hispanic Center. We offer up to 20 hours per week. This is a great opportunity for individuals that enjoy connecting with community members.

The Food Distribution Coordinator responsibilities may include:

- Develop and implement a comprehensive plan for the senior and regular food distribution initiatives.
- Maintain the food distribution calendar and communicate additions/changes to staff, volunteers, and community.
- Recruitment and management of volunteers.
- Helps in the loading and unloading of trucks and delivery vehicles.
- Organize the food packaging, preparation, and distribution process.
- Serve as the point of contact and manage administrative aspects of food distribution programs including scheduling, documentation, communications and follow up.
- Data collection and reporting to supervisor and Feeding America.
- Work with our communications department on promoting and publicizing events.
- Understanding of all aspects of the programs, including policies, procedures and partners guidelines applicable to program implementation, product distribution and reporting.

Required qualifications:

- Must be able to load and unload packages with and without dollies in various types of weather.
- Manage a flexible schedule based on the project needs.
- Must be able to work well with the public and possess good customer service skills.
- Highly organized with the ability to handle multiple priorities and work independently under minimal supervision.
- Knowledge in MS Office especially Excel and Word.
- Good written and verbal communication skills.
- A team player.