|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Statewide School Pantry Coordinator | Job Category: | Exempt |
| Department/Group: | Programs | Travel Required: | 25% |
| Level/Salary Range: | $45,000 - $60,000 | Position Type: | Full-Time |
| Location: | Remote and/or Hybrid | Date Posted: |  |
| Hiring Manager: | CEO & Chief Program Officer | Posting Expires: |  |

|  |  |
| --- | --- |
| To Apply: | Email resume and cover letter to [resumes@foodbankofnea.org](mailto:resumes@foodbankofnea.org). Please use the subject **Statewide School Pantry Coordinator**. |

|  |
| --- |
| Job Description |
| Summary The Emergency School Pantry and Food Box Program will be administered by the Food Bank of Northeast Arkansas and implemented in partnership with Food Bank of North Central Arkansas, Northwest Arkansas Food Bank, Harvest Regional Food Bank, River Valley Regional Food Bank, and Arkansas Foodbank. The purpose of the program is to provide additional food assistance to low-income families with children. School Pantry Program  * Provide training, technical assistance, and program oversight for the School Pantry Program to the Regional Food Banks. * Create training materials for the School Pantry Program that are customizable for each Regional Food Bank. * Update grant application and all forms annually. * Contact Department of Education for updated school contact list annually. * Distribute grant applications to all schools in Arkansas annually. * Coordinate with Regional Food Banks to review and prioritize grant applications based on need and resources available in each community. * Create budgets and program agreements based on content of successful school pantry grant recipients. Provide completed budgets and agreements to appropriate Regional Food Bank for distribution to the corresponding school or community program. * Review site visit forms and discuss concerns with the appropriate Regional Food Bank. * Track monthly reports from School Pantry sites using Oasis and school pantry reports. * Review all reports for accuracy, documentation, and compliance. Note missing information and return it to the appropriate Regional Food Bank to work with the school to correct reports. * Submit approved reports to accounts payable for payment. * Complete reports and reimbursement requests for TANF and submit them in a timely manner. * Maintain file share system for reports submitted by Regional Food Banks. * Serve as a conduit for information between TANF, Regional Food Banks, and schools. * Ensure program compliance.  Other Duties  * Maintain relationships with Regional Food Bank staff members. * Maintain relationships with TANF staff members. * Attend meetings and trainings as necessary. * Maintain appearance of workspace. * Adhere to all Food Bank of Northeast Arkansas policies and procedures. * Follow and enforce AIB processes and procedures. * Complete monthly AIB inspection forms assigned to you. * Fulfill job duties as outlined in the Food Bank’s Disaster Plan. * All other duties as assigned.  Qualifications and Education Requirements  * Computer experience required with knowledge of Microsoft Office Products and Adobe. * Proficient in Excel; able to verify formulas and detect mistakes. * Good oral and written communications skills required. * Ability to work at a fast pace with a high level of accuracy and attention to detail. * Ability to maintain a schedule and meet deadlines. * Ability to handle multiple projects simultaneously. * Long-range planning and follow-through skills. * Ability to work with diverse populations. * Ability to work occasional evenings and weekends is necessary. * Ability to travel occasionally is required. Must provide own transportation. * Bachelor’s Degree required. * Background check required.  Preferred Skills  * Bachelor’s degree in Accounting, Business, or Nonprofit Management preferred. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Posted: | 9/6/2023 | Application Deadline: | 9/20/2023 |