

AGENCY RELATIONS SUSTAINABILITY SPECIALIST

JOB SUMMARY

A full-time position principally charged with maintaining active communication channels with current member agencies, supporting agencies in fulfilling their mission, and promoting Southeast Texas Food Bank (Food Bank) services to potential outlets for those services.

This position reports to the Director of Programs.

KEY RESPONSIBILITIES

1. Cultivate existing member agency relationships to yield local food distribution channels
2. Monitor agencies annually to ensure all regulations and agency reporting requirements are being followed. Ensure member agency compliance with all applicable Food Bank, Feeding America, and USDA regulations. Document all monitoring visits and issues related to compliance, as well as other pertinent agency information (e.g: Health department evaluations, 501(c)(3) documentation) in agency files.
3. Market the programs and services of the Food Bank to member agencies.
4. Maintain clear and timely communication with member agencies (e.g: respond to questions and complaints and inform agencies of Food Bank programs and services available to them)
5. Maintain an updated list of member agencies, hours of operations and contact information to assist in client referral process.
6. Support hunger data reporting that helps express outcomes the Food Bank and member agencies are producing.
7. Host an annual Agency Conference and annual Regional Meetings to provide training and networking opportunities to our member agencies. Conduct training classes for member agencies on topics pertinent to their mission.
8. Coordinate various special projects to provide and/or deliver more food to the rural communities through existing agencies.
9. Join other Food Bank staff in engaging in emergency food distribution activities at the discretion of the Director of Programs and the Executive Director during disaster relief.

Salary is dependent on experience. The Southeast Texas Food Bank is an equal opportunity employer.