EVERY MEAL
FIGHTING CHILD HUNGER

POSITION TITLE: Program Coordinator

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:
Fight child hunger through community and school partnerships.

VISION:
Every Child. Every Meal. ™

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.

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POSITION SUMMARY: The Every Meal Program Coordinator is the main point of contact for schools and community partners in Minnesota. Through our Weekend Meal Program, the Program Coordinator works with schools, sponsors, and other diverse organizations who provide food for children and families that face food insecurity.

Through the Weekend Meal Program, Every Meal's primary program, we partner with nearly 400 schools around the state to provide 4-5 pounds of good food directly to children. Any family in our partner schools can opt in - our program is free, no qualifications required. They also have the option to choose from our five dietary, culturally, and situationally tailored food bags.

Towards the end of each week, school staff or community partners place Every Meal bags into students' backpacks for them to take home for the weekend. These partner relationships are managed by providing timely, attentive, and positive customer service. The Every Meal Program Coordinator makes sure needs are met in a manner that reflects Every Meal values and supports the development of lasting relationships.

These partner relationships are managed by providing timely, attentive, and positive customer service. The Every Meal Program Coordinator makes sure needs are met in a manner that reflects Every Meal values and supports the development of lasting relationships. The essential functions of this role ensure major operations are successful and staff have authority to formulate, affect, interpret, or implement management policies or operating practices. Without this role, Every Meal would not be able to fulfill its mission of fighting child hunger.

Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal core values to all internal and external partners.
- Ensure all position related processes are understood and followed.
- Be a primary point of contact and develop a trusted advisor relationship with schools, community partners, sponsor partners, and volunteers.
- Accurately triage for the needs of over 120 school partners by weighing possibilities and making decisions.
- Ensure timely and successful delivery of food programs that meet our partners' needs and objectives by submitting accurate delivery information and completing delivery orders on time.
- Maintain partner satisfaction and deliver exceptional customer service on a day-to-day basis.
- Onboard and integrate new partners and volunteers while developing existing relationships.
- Document and monitor program data and communication using our Customer Relationship Management (CRM) system in a timely and accurate manner.
- Help bridge partnerships through leading and/or participating in phone, virtual and in person meetings, as well as emails and text communication.
- Create materials and implement training for schools, community sites, and volunteers to successfully run Every Meal food distributions.
- Follow up with sites to clarify or correct needed data points on a regular basis.
- Maintain detailed tracking of sites and their individual needs.
- Analyze program data to forecast future partner needs.
- Investigate matters of significance on behalf of management.

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- Formulate, affect, interpret, or implement management policies or operating practices.
- Communicate and coordinate with the Every Meal Program Managers and Logistics department on food inventory, orders and deliveries.
- Collaborate with the Program Manager on best methods to engage the community, to recruit and retain committed volunteers, and increase the impact of the organization.
- Be Involved in planning quarterly and annual improvement in program facilitation and execution.
- Think critically about program growth and expansion to best fight child hunger.
- Participate in continuing education opportunities that inform your knowledge of food insecurity and its causes.
- Promote Every Meal and its mission to community groups at various events, inviting them to join in the fight against child hunger.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS:

- Demonstrated understanding of and agreement to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and agreement to Every Meal's values.
- Proven relationship management.
- Builder of relationships with integrity, reliability and maturity.
- Demonstrated ability to listen, communicate, present, and influence effectively with diverse organizations and individuals across the community including non-profits, businesses, education, healthcare, and religious institutions.
- Proven ability to manage multiple tasks at a time while paying strict attention to detail.
- Critical thinking and problem-solving skills.
- Excellent time and project management skills; always looking to improve inefficient processes.
- Basic computer skills including Microsoft Office Suite, Google platform, etc.
- Self-motivated and able to thrive in a results-driven environment.

TRAVEL REQUIREMENTS:

- Be prepared for regular, frequent travel using a personal vehicle.
- A clean driving record and regular access to a reliable vehicle to perform work-related business is required.
- Regular, consistent access to a reliable vehicle.
- A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

- Regularly required to stand or sit for long periods of time.
- Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Ability to push, pull, and lift a minimum of 30 pounds regularly.
- Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Program Manager

HOURS: Monday through Friday, occasional evenings and weekends

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STATUS: Salary/Exempt, 40 hours per week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Organization match of Retirement Plan
- Life Insurance
- Cell Phone Allowance

Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LBGTQ, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.