



**TITLE:** **Backpack Coordinator**  
Part-time [August 1-May 31, 8:00-3:00]  
**DEPARTMENT:** Member Services  
**SUPERVISOR:** Director Programs, Member Services

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others — especially those who are food insecure. We believe everyone deserves enough to eat so that they can lead a full and healthy life. Each member of our team is proud of his or her work because we know collectively we are making a real impact. Our mission has helped us build strong careers and a culture dedicated to working smart and hard.

We encourage you to view a behind-the-scenes video showcasing our work at [ozarksfoodharvest.org](http://ozarksfoodharvest.org).

#### ABOUT THE WEEKEND BACKPACK PROGRAM

The Weekend Backpack Program provides food insecure children with a bag of child-friendly food items to take home every weekend during the entire school year. In Fiscal Year 2018, The Food Bank distributed 58,000 backpacks to 59 schools in 16 counties.

#### JOB DESCRIPTION:

The Backpack Coordinator serves as a communication and service link and develops and fosters strong working relationships between The Food Bank and partner schools. The Coordinator will work proactively to prevent customer concerns and will respond to concerns and inquiries made by telephone or during monitoring visits. The Coordinator will maintain complete records with relevant statistics regarding visitation, communication, and concerns and follow-up in an easily retrievable manner.

#### Main Responsibilities

- Responsible for working closely with the schools, insuring they follow OFH's Weekend Backpack Program guidelines
- Assists in the logistics of the program by working closely with the Operations Dept. and Food Resource Department
- Assist with menu creation and maintenance of all menus
- Conduct annual meeting w/schools
- Conduct school visits at least twice a year
- Submit monthly reports

#### Additional Responsibilities May Include

- Meet with local organizations to bring awareness to the Weekend Backpack Program
- Actively participate in scheduled Membership Committee and Feeding America network meetings, when possible.
- Network with other social service and food assistance organizations by attending agency and community meetings.
- Attend out-of-town conferences, workshops and other related events to promote continuous quality improvement and evaluate alternative programming.
- Teach Food Safety Classes to member agencies
- Participate in Mobile Pantry distributions

#### QUALIFICATIONS/SKILLS

- Bachelor's degree in social work and/or other human services field or 2 years' work experience in social services, preferred
- Willing to receive (or currently have) certification to teach Food Safety Classes
- Detail oriented
- Excellent time management skills
- General knowledge of Microsoft Office, Excel
- Must possess outstanding written and verbal communication skills for an audience including, but not limited to, staff, corporate and community leaders, private sector sponsors, donors, etc.
- Enjoys and has the ability to work well with people of diverse backgrounds and experiences
- Knowledge of the greater Ozarks area and willingness to learn challenges of rural poverty
- Work schedule flexibility
- Valid MO Driver's License

To Apply

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Please email resume and cover letter to: [ofhjobs@ozarksfoodharvest.org](mailto:ofhjobs@ozarksfoodharvest.org)