

**America's Second Harvest of Coastal Georgia, headquartered in Savannah, GA** serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. We partner with over 275 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 25 million pounds of food to hungry people in our 21-county service area through a variety of programs. We are currently hiring for the following position in our southeast branch warehouse in Brunswick:

**Job Title:** Glynn County Mobile Food Pantry and Brown Bag Coordinator  
**Classification:** Full-time hourly, non-exempt  
**Reports to:** Programs Manager

#### **POSITION OVERVIEW:**

The Mobile Food Pantry and Brown Bag Coordinator is responsible for planning, implementing and managing Second Harvest's Mobile Food Pantry and Brown Bag programs in the unincorporated Glynn County area. The Mobile Food Pantry program is targeted to address hunger and nutrition in underserved locations with insufficient access to food pantries and food resources. The Brown Bag program provides grocery assistance to supplement the diets of low-income families in need. Occasional Saturdays required but typically a Mon-Fri 8-4:30 schedule. Hourly rate of \$16.50.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Cultivate and work with partners to coordinate locations, dates and times for at least one Mobile Pantry per month in the unincorporated Glynn County area.
- Identify Brown Bag partners and qualify households to participate in the distribution of approximately 1,000 bags/boxes per month in the unincorporated Glynn County area.
- Coordinate with the warehouse and driver to ensure sufficient inventory of food and supplies are available for all distributions.
- Train and helps supervise volunteers; provides direct client service alongside volunteers.
- Maintain the Glynn County monthly schedule and coordinate with the marketing and communications department to ensure publicity as appropriate.
- Monitor and collect all data from clients for inclusion in monthly/quarterly/annual reports and regular outcome measurements.
- Provide progress reports of accomplishments to Programs Manager, Executive Director and senior management.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's degree or comparable work experience.
- Proficient in Microsoft Word, Excel, and Outlook.
- Excellent verbal and written communications skills, strong organizational & planning skills.
- Ability to manage multiple tasks and priorities.
- Ability to respond immediately and constructively to stressful and fluid situations in a calm, positive manner.
- Ability to model for volunteers a client-centered, compassionate and non-judgmental approach.
- Ability to work effectively with people of diverse backgrounds and opinions.
- Ability to safely lift and carry 30 pounds.
- High level of personal and professional integrity is essential.

- Valid Driver's License with clean driving history

This position is eligible for benefits including medical, dental and vision insurance, company paid life and disability insurance and a company matched retirement account.

Interested candidates should submit their resume and cover letter to:

Alison Mahoney  
Human Resources Manager  
2501 E President St  
Savannah GA 31404  
[amahoney@helpendhunger.org](mailto:amahoney@helpendhunger.org)