



## *Immediate Job Opening*

**Job Title:** Agency Relations Distribution Coordinator

**Job Summary:** The primary responsibility of this position is the planning, implementation, and onsite coordination of Food Bank large-scale onsite distribution events and the management of our Children's Backpack Program.

**Job Duties:**

- Execute the logistical details of the bi-monthly onsite distributions and any supplemental distributions.
- Work with the Agency Relations Manager and Inventory Manager to plan and order items to be distributed at distributions based on estimated number of households expected and product available.
- Assist callers with registration for onsite distribution event.
- Lead groups of staff and volunteers with instructions and best practices at distribution events.
- Seek new sites to distribute backpacks to children in the community
- Manages all paperwork related to establishing a Backpack Program site.
- Contacts all program sites on a consistent basis in an effort to maintain open communication, discuss any concerns/issues, and program updates.
- Ensures that all students participating in the Backpack Program have been thoroughly evaluated and referred based on USDA "food insecurity" guidelines
- Assist in fundraising efforts

**Qualifications:**

- High school diploma
- Three years of experience in an administrative or coordinator position
- Three years of experience in a customer service position
- Must be able to lift and carry 30 pounds of weight
- Must be able to stand for long periods of time
- Computer skills preferred in word, excel, publisher, Microsoft Outlook
- Capable of learning new programs easily
- Excellent communication skills, both written and verbal

**Rate of Pay:** \$14.00/hr.

**Job Closing Date:** Monday February 17, 2025

Please complete an application and submit to Martha Cabrera, Human Resources Manager at 5442 Bear Lane, Corpus Christi, TX 78405.