



Immediate Internal Job Opening

Job Title: Agency Relations Mobile Pantry Coordinator

Job Summary: We are seeking a Member Services & Agency Relations Coordinator to support partner agencies and coordinate Mobile Pantries, Non-Agency Drops, and disaster distributions. This role is ideal for someone who is organized, people-focused, and mission-driven.

Job Duties:

- Serve as the primary liaison to Food Bank partner agencies
- Identify potential new member agencies and inform them of Food Bank services
- Schedule and coordinate Mobile Pantries, Non-Agency Drops, and disaster distributions
- Ensure agencies and volunteers are prepared for distributions
- Conduct agency inspections and compliance monitoring
- Provide training on Food Bank procedures, reporting, and Civil Rights requirements
- Enter and maintain accurate data in Primarius
- Collaborate with Inventory to coordinate product quantities and resolve issues
- Attend Mobile Pantry distributions as needed
- Maintain agency files and reporting records
- Attend fundraising and food drive events as directed

Qualifications:

- High school diploma
- Three years of experience in an administrative or customer service position
- Computer skills preferred in word, excel, publisher, Microsoft Outlook, Primarius
- Excellent communication skills, both written and verbal
- Ability to lift up to 30 lbs.
- Valid Texas driver's license and reliable transportation

Rate of Pay: \$16.00

Job Closing Date: until filled

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