



Immediate Job Opening

Job Title: Part-time Agency Relations Coordinator

Job Summary: The Agency Relations Coordinator provides customer service and support to the Coastal Bend Food Bank's network of partner agencies while promoting positive agency relationships. The Coordinator assists the Agency Relations Manager in the development and execution of member services and programs. The Coordinator will conduct evaluations, administer and implement policies and guidelines of the Food Bank, Feeding America, and the Texas Department of Agriculture as they relate to the member agencies.

Job Duties:

- Serve as a primary contact for partner agencies.
- Assist agencies with policies, procedures, and required documentation.
- Maintain accurate agency records and related information in databases and other computer systems.
- Assist with agency account updates, orientation, training, appointments, and distributions.
- Monitor agency compliance with Food Bank policies and program requirements.
- Communicate agency questions and concerns to appropriate Food Bank departments.
- Prepare correspondence, reports, and other documents as assigned.
- Work cooperatively with Food Bank staff, volunteers, and partner agencies providing professional, courteous customer service.
- Maintain confidentiality and follow all Food Bank safety, sanitation, and security policies.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Previous customer service, administrative, nonprofit, or related experience preferred.
- Strong verbal and written communication skills.
- Basic computer skills, including email, Microsoft Office, and data entry.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to work effectively with individuals from diverse backgrounds.
- Reliable transportation
- **Bilingual English/Spanish is a plus.**

Rate of Pay: \$14.00/hr.

Job Closing Date: until filled

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