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| POSITION: Food Pantry Coop Coordinator WORKSITE: ­­­­­­­­­­­­­­­­­ E-Mobile  REPORTS TO: Agency Development Director CLASSIFICATION: VII (Non-Exempt)  *Wage Range: $12.73 - $18.56 per hour*  *Annualize P/T Salary: $13,239 -$19,302*  *Annualized F/T Salary: $26,478 -$38,604*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SUMMARY OBJECTIVE:  The Food Pantry Coop Coordinator (FPCC) is under the direction of the Agency Development Director and is responsible for providing assistance to clients through program grants and/or referrals. The FPCC is accountable for the management of the client members of the Food Pantry Coop, the inventory of the Food Pantry Coop, and the fundraising arm of the services. The FPCC must also understand and promote the goals and philosophy of the agency and those of the Programs within the agency. The FPCC assists in identifying and recruiting prospective client members and for advocacy for all programs that assist in the holistic family assistance approach embraced by CAPCIL.  RESPONSIBILITIES:   1. Perform intake procedures to determine client eligibility for agency programs, specifically the Food Pantry Coop Program 2. Provide referrals within the Agency and outside the Agency as is appropriate for the client members. 3. Develop, maintain and implement the Food Pantry Coop for all of the CAPCIL service area. 4. Develop, maintain and implement the Performance Management program associated with the Food Pantry Coop. 5. Develop, maintain and implement a research database where outcomes and outcome indicators for the Food Pantry Coop are housed. Develop, maintain and implement a system for tracking local, regional and statewide statistics on Food Stamp (SNAP) usage. 6. Develop, maintain and implement an inventory management system for the Food Pantry Coop where pantry items are managed in and managed out 7. Develop, maintain and implement a food donation program that supports the in-kind needs of the Food Pantry Coop. 8. Develop, maintain and implement a fundraising program that supports the cash resource needs of the Food Pantry Coop. 9. Perform clerical duties as appropriate: answering phones, serving as a physical presence at the intake desks, processing data in the client intake system, and serving as the liaison between the client and the program points of contact and Family Services Workers. 10. Collaborate with the Volunteer Services Director to recruit client members for the Food Pantry Coop. 11. Assist Fiscal office with reporting efforts regarding the capturing of in-kind credit and cash donations to ensure accurate reporting of the cash and in-kind resources generated through the Program. 12. Work with Agency Development Department to create marketing collateral, brand awareness campaigns, and a cohesive public relations program. 13. Research grant and fundraising opportunities available to support the Program, and work with the Agency Development Director to complete and submit applications on behalf of the Agency. 14. Work with Volunteer Services Director to ensure complete and accurate reporting of volunteer hours. 15. Work with Operations Director to ensure compliance with all facility requirements as related to the Food Pantry Coop. 16. Demonstrate willingness to work multiple locations at multiple sites based on the Agency need to ensure excellent business continuity for the community CAP offices. 17. Participate in annual strategic planning efforts 18. Participate in the Annual Agency Community Assessment 19. Administer assistance and services on behalf of the Programs in the absence of Program Support staff in matters where client assistance is urgent.   KEY COMPETENCIES:   1. Excellent written and oral communication skills 2. High degree of professionalism 3. Collaboration and Problem-Solving Skills 4. Ability to read, analyze, interpret and apply Program standards 5. Excellent organizational and time management skills 6. Resourceful and able to obtain information regarding agency and community resources 7. Excellent interpersonal skills 8. Technical Capacity   QUALIFICATIONS:   1. High School Diploma or GED 2. Experience with Microsoft Applications including Sharepoint or similar collaboration software application 3. Proven track record in client relations, customer service and/or business development 4. Proven track record in building and maintaining professional relationships 5. A valid Illinois driver’s license, insurance and reliable transportation. 6. Willingness to travel to site locations and/or attend trainings throughout the service area. 7. Proficiency in Microsoft products to include Sharepoint and experience with relational databases   Key Performance Indicators:   |  |  |  |  | | --- | --- | --- | --- | | **Outcome** | **Performance Measures (KPI’)** | **Frequency of Measure** | **What does Good Look Like?** | | Reduce food instability deficiencies for individuals and families in the CAPCIL service area | Number of Food Pantry Cooperative members | Quarterly | All counties  250 | | Reduce individual and family reliance on government subsidies for food instability deficiencies | % of client members who reduce their use of food stamps (Self-Sufficiency Track members only) | Annually | (All County Average) 25% reduction | | Generate and maintain public support for food pantry cooperative concept | % of in-kind food contributions generated through the Program  % of cash contributions or unrestricted grant support for food needs in the coop | Annually | (All Counties) 90% of all food required to support Program generated through in-kind donation  10% of all food purchases funded through cash contributions of unrestricted grant support | | Clients are diversely participating in all three member tracks: Volunteerism, Health Outcomes, Self-Sufficiency | % of clients participating in each track | Quarterly | 40% in Self-Sufficiency  60% in Volunteerism |   Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.  No contractual or similar obligation is implied or inferred by this job description or the employment relationship.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Food Pantry Coop Coordinator Date |

**90- Day Probationary Plan**

Continued employment is contingent upon successful completion of the 90 day Pilot Program. The Pilot Food Pantry Coop Program was created thanks to the generous donation from the William Davenport Estate. The one-time, one-hundred thousand dollar gift ($100,000) must be maintained in DeWitt County. The Key Performance Indicators outlined below are the Performance Measures that we will utilize to determine the ongoing viability of the Pilot Program.

**Coop Membership in 90 days:**  
September 1st – September 30th 30 members (5 Weekly/10 Bi-monthly/13 Monthly/2 Emergency)   
October 1st – October 31st 60 members (30 rtrn. + 30 new) (11 Weekly/22 Bi-monthly/26 Monthly/1 Emergency)   
November 1st – November 30th 80 members (60 rtrn. + 20 new) (16 Weekly/28 Bi-monthly/36 Monthly/0 Emergency)

**Reduction in Food Stamp Reliance in 90%**  
September 1st – September 30th 0% reduction  
October 1st – October 31st 0% reduction  
November 1st – November 30th 0% reduction

**Increase Public Support for Food Pantry Coop – 90% In-Kind Food Donations**  
September 1st – September 30th 55 trips x $85/trip x 90% = $4207.00  
October 1st – October 31st 115 trips x $85/trip X 90% = $8797.00  
November 1st – November 30th 156 trips x $85/trip x 90% = $11,936.00

**Increase Public Support for Food Pantry Coop – 10% Cash Donations**  
September 1st – September 30th 55 trips x $85/trip x 10% = $468.00  
October 1st – October 31st 115 trips x $85/trip X 10% = $978.00  
November 1st – November 30th 156 trips x $85/trip x 10% = $1,326.00

**Client Members engage in service work to promote self-sufficiency & stability in nutritional supports** September 1st – September 30th 55 Trips x 2 hours/trip = 110 hours logged in CAP60  
October 1st – October 31st 115 trips x 2 hours/trip = 230 hours logged in CAP60  
November 1st – November 30th 156 trips x 2 hours/trip = 312 hours logged in CAP60