

Position Overview

Community Partnerships Assistant

Marion Polk Food Share is the regional food bank bringing people together to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is *“To bring people together to end hunger and its root causes, because no one should be hungry.”*

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Encourage creativity and be willing to take risks*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Celebrate diversity, ensure dignity and act equitably*
-

Statement of Purpose: To engage the community in addressing food insecurity through participation in food & fund drives with a diverse coalition of community members.

- **Summary of Role:** The Community Partnerships Assistant is responsible for organizing and supporting food & fund drive partnerships that foster donations to Marion Polk Food Share and the communities we serve. The assistant ensures meaningful donations and long-term partnerships by supporting and following processes that allow the community to give the gifts of food, funds and time.

Core Areas of Responsibility

- Coordinates resources to maintain a consistent donation program.
- Retains community partners by providing excellent service and recognition.

This position has no supervisory responsibilities, but may provide guidance and training to partners and/or volunteers.

Position Description

Community Partnerships Assistant

Areas of Responsibility, Evaluation and Essential Functions:

- **Coordinates resources to maintain a consistent donation program.**
 - Coordinates with donors, our fleet and available staff and volunteer drivers- including the assistant her/him self- to ensure all donations and Food & Fund drive assets are picked up and delivered in a clear and timely fashion.
 - Contacts community partners in support of the donation program- setting up drives and engagement opportunities, restoring food & fund drive donor relationships and maintaining and/or expanding existing food & fund drive partnerships.
 - Ensures gifts of food and funds are processed and tracked using the appropriate receipting, inventory and tracking systems.
 - Organizes and maintains food drive database.
 - Regularly updates food drive and donor tracking tools, grant reporting and other reports as assigned.
- **Retains community partners by providing excellent service and recognition.**
 - Demonstrates a pleasant, professional and helpful demeanor at all times.
 - Responds within a 24-hour period to all partnership inquiries.
 - Assists with an offsite and onsite donor stewardship plan.
 - Provides personalized follow up or recognition to community partners.
 - Utilizes relationship opportunities to educate widely, early, and often about hunger and its root causes.
 - Other duties as assignedⁱ

Education and/or Experience; Certificates, /Licenses/Registrations:

- Experience in volunteer coordination or recruitment is preferred.
- Experience in sales and/or marketing to customers, scheduling or clerical, preferred.
- Experience in warehouse/distribution processes, inventory systems and of food safety is preferred.
- Must agree to the Association of Fundraising Professional's 'Code of Ethical Standards'.
- Must have current Food Handler's card or the ability to obtain one within 30 days of employment.
- Must possess valid Oregon driver's license and auto insurance.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Supports the Marion Polk Food Share mission and philosophy
- Must possess strong, external customer focus.
- Values diversity, equity and inclusion. Able to work with diverse populations.
- Excellent written and verbal communication skills.
- Ability to prioritize, multi-task and follow through on assigned projects.
- Demonstrated organizational and project management skills.
- Ideal candidate will be a self-starter, with excellent interpersonal and relationship building skills.
- Capable of consistently maintaining multiple accounts, including scheduling of visits, follow up correspondence and other duties related to account management.
- Proficient in Microsoft Office suite and demonstrated experience with databases required.
- Willingness to travel within Marion and Polk counties and occasionally outside of Marion and Polk counties.

Job Conditions:

Work may be performed at a work station, in a warehouse environment or at a varied collection of community locations. May occasionally lift, move and carry objects in excess of 50 pounds. During frequent community visits, work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion.

Title	Community Partnerships Assistant	Department	Development
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Salary Range	\$15.75-\$18.51
Status	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours Per Week	20
Reports to	Community Partnerships Coordinator	Date of Last Revision	10/05/2020
Alternate Title(s)	Food & Fund Drive Assistant	Grade	E
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ *This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Share has the right to revise this job description at any time. The job description is not a contract for employment.*

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.