



## **FOOD BANK CLIENT COORDINATOR**

Food Bank Client Coordinator helps connect staff and volunteers of the food bank and its various programs with clients and their food needs. Through assessment, community outreach, volunteer coordination, and direct services, the client coordinator will facilitate individual solutions to the problems that bring community members to MADF's food bank.

### Responsibilities:

- Help process incoming food donations – product receiving, storage, and distribution
- Help prepare food for deliveries
- Bagging and boxing food
- Serving clients onsite as needed
- Scheduling deliveries with clients on a weekly basis
- Help make deliveries to clients as needed
- Track food deliveries made and clients served
- Conduct three surveys within the year with clients (pre/mid-term/post) to track clients' results and improved stability and long-term food access
- Input tracking data into MADF's database for reporting
- Prepare written reports along with client input from surveys and comment cards
- Provide community outreach to provide community resources to clients to help increase their stability as needed
- Participate in training for compassionate facilitation

### Qualifications:

- Must be at least 18 years of age with a high school diploma or the equivalent
- Computer literate with experience in database software and spreadsheets
- Ability to communicate effectively both verbally and in writing
- Ability to give and/or provide to volunteers and take direction from the Food Bank Manager
- Ability to Lift 50 pounds
- Ability to stand for longer periods of time at the onsite food bank location
- Must have valid driver's license
- Must be insurable and able to pass a drug test
- Must be have a flexible schedule and available up to 40 hours a week
- Previous experience is a plus but not required

**Benefits:** This job is full time through the AmeriCorps VISTA program. Compensation is through a monthly living stipend in the amount of \$1,450.00. Other benefits provided through the AmeriCorps program include: health insurance; training and professional development; student loan forbearance; subsidized childcare assistance; and a Segal Education Award.

Please submit a cover letter, resume, and wage requirements to [info@themadfseattle.org](mailto:info@themadfseattle.org).

Eloise Cooking Pot Food Bank is a program of making a Difference Foundation. MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about the organization please visit [www.themadf.org](http://www.themadf.org).