



## **CHILD HUNGER PROGRAMS COORDINATOR**

**Full - time**

**Location: Charleston, SC**

Be a part of a team that is mission driven to fight hunger in our community. Last year, Lowcountry Food Bank distributed millions of pounds of food to food-insecure children, seniors, and adults. To learn more about our mission, please visit [www.lowcountryfoodbank.org](http://www.lowcountryfoodbank.org).

The **Child Hunger Programs Coordinator** provides direct oversight or support of child hunger programs including Backpack Buddies, School Pantry, School Market, Kids' Café, and Summer Meals, and develops strategic processes that increase effectiveness of each program. The candidate provides assistance and support to school sites and community partners; maintains constant communication with partner sites to assist with scheduling site visits and trainings; cultivates relationships with school staff, parents, and children; identifies resources, conducts research, manages data, recruits sites and sponsors, strengthens existing programs, mentors new partners, and develops and implements assessment tools to evaluate program effectiveness. Provides clear communication with food bank staff, school sites, and community partners to ensure successful program implementation throughout service area. Coordinates with distribution, transportation, volunteer and procurement teams regarding program distribution and operations. Conducts site visits for child hunger programs.

The successful candidate has a high school diploma or GED and a minimum of two years of relevant work experience in nonprofit programs, public health, education, and customer service. A bachelor's degree in social work, education, public administration, or public health is preferred.

Show proficiency with MS Office Suite with an above average competency in the use of Excel, have experience in coordinating programs/project management, demonstrate strong communication skills and a commitment to promptly respond to all communication, be resourceful and creative with solutions, and have experience in coordinating project plans from concept to implementation. The coordinator must be willing to work flexible hours to include evenings and weekends and be flexible with competing tasks.

**Lowcountry Food Bank offers a comprehensive benefits package including medical, vision, dental and life insurance, annual paid leave, holiday pay, plus 401(k) matching up to 5% at one year.**

Submit Resume via email to [humanresources@lcfbank.org](mailto:humanresources@lcfbank.org)

**EQUAL OPPORTUNITY EMPLOYER/M/F/D/V**