



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Project Coordinator

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

The Project Coordinator is responsible for providing high level process management for the Compliance and Capability team in the Programs and Services Department which is responsible for providing food to more than 257,000 individuals monthly. Candidates must be self-directed, reliable and possess strong project management capabilities and have an aptitude for anticipating up-to-the-minute priorities.

The position also works externally with SHFB partner organizations, volunteers and supporting activities at food distribution locations. Successful candidates will have strong organizational skills, ability to independently oversee complex projects, database and desktop publishing experience, experience supporting projects and events, proactive, detail oriented, and also enjoy working with a wide range of people and being part of a larger team to support the mission of the organization.

Duties and Responsibilities

Compliance and Execution: Implement necessary actions to ensure compliance within the Programs and Services Department and compliance requirements of our community partners. Bulk send electronic legal documents and manage and track their return.

Business Analysis and Process Improvement: Advance the effective use of technology within Program and Services. Proactively identify opportunities, develop the business requirements with the team leads, work with IT to define and implement possible IT solutions. Develop metrics to measure process efficiency and level of stability. Lead our Department in the upcoming upgrade of our database and Customer Relationship Management (CRM).

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BING CENTER

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Volunteer Management: Work with Department to recruit volunteers. Update and maintain schedule and respond to volunteer requests and placements. Be the liaison to the Volunteer Services Department to share best practices and insights on food distribution volunteers and processes.

This job might be for you if:

You are a constant thinker and innovator, trying to see how processes can improve for the better. You are curious about how we can use technology better but within the boundaries of a nonprofit budget. You are resourceful and self-motivated to seek and search for more efficient methods. You are also experimental and flexible if things do not always succeed.

Qualifications

- Bachelor’s degree preferred or 3-5 years of project coordination paid experience
- Ability to coordinate simultaneous projects with seamless execution and excellent judgement
- Power user with all Microsoft Office applications; Excel and bulk send skills essential
- Docusign and Salesforce experience a plus
- Ability to work under pressure, prioritize and meet deadlines
- Outstanding interpersonal and communication skills both orally and in writing
- Resourcefulness, ingenuity and exceptional problem solving skills
- Quick learner and critical thinker that can thrive in a fast paced environment
- Strong independent worker and ability to interact with multiple people within department
- Able to positively enforce rules and procedures
- Possession of a valid California Class C driver’s license and a clean DMV record. Willingness to drive personal vehicle, as necessary (Compensation for business mileage is reimbursable at a standard IRS rate)

Reports To:	Senior Manager, Compliance and Capability
Location:	Curtner Distribution Center – 750 Curtner Ave., San Jose, CA 95125
Hours:	Exempt, Full-time, Typically Monday through Friday. Occasional Evenings & Weekend.
Compensation:	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.



EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

