Agency Relations Coordinator

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in family’s lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results.

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

**What you'll do**

We need someone with a passion for helping people and connecting resources in our communities in West Virginia. This is a boots on the ground role, where every day you will be working within the food bank network to develop programs that provide nutritious meals to families. You will travel in-state regularly to meet, connect and engage current and prospective feeding sites.

**Here are examples of what you'll be doing everyday:**

* Communicate and engage current and new feeding sites within our footprint.
* Work with community organizations, schools and other organizations to develop new programs that feed children, seniors and families.
* Work with your MFB team to attract resources, both physical (food) and financial, to support local programing.
* Monitor member agencies by conducting site visits, observing operations and reviewing documentation to ensure compliance with Feeding America policies.
* Do your part to help us run smoothly and pitch in wherever you can to advance our mission

**And then there's you....**

* Want to be the best. You thrive in a fast-paced environment with tight deadlines, and are always thinking two steps ahead of everyone else.
* Not afraid to speak or speak your mind. You continually suggest new ideas or ways to improve old ideas or processes.
* Detail oriented! There are a lot of details. You are the person that finds the typo no one else sees.
* A true believer. You want to change the world and help West Virginia! You are hopeful and helpful and ready to keep your boots on the ground and eye on the prize.

Of course...

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

Starting salary is $31,320-$33,320 plus generous benefit package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off, and 401k option. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by August 31.

Feel free to call or direct any questions about this opportunity to Director of Agency Relations, Rodney Cook at rodney@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!