

# Volunteer & Food Drive Coordinator

15-20 hours per week  
Monday-Friday

Reports to: Assistant Executive Director

Available immediately

Please email resume to Debbie Callery @ [dcallery@mvfb.org](mailto:dcallery@mvfb.org)



The Merrimack Valley Food Bank is an independent, non-profit organization with a mission to provide adequate nutrition and freedom from hunger. The MVFB currently serves feeding programs in over 50 cities and towns in Massachusetts and southern New Hampshire.

The **Volunteer & Food Drive Coordinator** supervises volunteers, organizes tasks for individuals and groups, working closely with food bank staff to determine the various department's needs. Interact and engage with the general public, businesses, schools, and organizations to strengthen our relationships and promote the needs of the food bank. Conduct outreach and promote the opportunity for organizations to host food drives on our behalf throughout the year organizing various campaigns.

## Job Duties & Responsibilities

- Develop, promote, and maintain a wide range of volunteer opportunities within the food bank
- Establish relationships with various organizations promoting our volunteer opportunities.
- Coordinate and staff with volunteers two large scale food drives a year (fall & spring)
- Conduct outreach with local organizations encouraging the hosting of food drives on our behalf
- Discuss with staff members their needs for volunteer assistance
- Manage volunteer schedule working closely with Program Director of Operation Nourish, Mobile Pantry and Community Market
- Attend and represent the food bank at volunteer recruiting events, local networking events, and community events

## Requirements

- Must be at least 18 years old
- High school diploma or equivalent
- Able to lift 30lbs and stand for 30 minutes at a time
- Access to reliable transportation to and from work
- Must be able to read and write, add and subtract
- Basic computer skills including working knowledge of Microsoft Word, Excel, and Email, Outlook for email and calendar
- Strong customer service skills, outgoing personality is a plus
- Valid driver's license and clean driving record is a plus

*The policy and intent of the MVFB is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age. The MVFB intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, transfer, training, compensation, benefits, layoff, recall, and termination. The MVFB seeks to do business with Agencies and Donors that encourage equal employment opportunity.*