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To apply email a resume and cover letter to resumes@foodbankofnea.org.

Job Opening: Agency Relations Coordinator

Job Type: Full Time

Salary: Based on applicable experience

Benefits:

- Health Insurance
- Dental Insurance
- Matching 401K
- PTO
- Paid Holidays

Job Summary

The Agency Relations Coordinator's goal is to keep open lines of communication with Member Agencies regarding opportunities, compliance requirements, internal processes, and events. This role requires routine site visits to Member Agencies to provide training and ensure compliance. The Agency Relations Coordinator must keep digital files according to program and compliance requirements.

Role & Responsibilities

- Expand FBNEA's community reach by recruiting new Member Agencies.
- Conduct monitoring visits to each Member Agency based on compliance guidelines.
- Follow up on and resolve documented Member Agency compliance issues and corrective actions.
- Provide training to Member Agencies on utilizing the Primarius ordering platform, Oasis Insights, and other topics as needed based on program participation.
- Provide annual food safety training to all Member Agencies.
- Maintain accurate Member Agency information on the FBNEA website through weekly updates.
- Enlighten Member Agencies on available grants, training, workshops, and other opportunities.
- Meticulously organize and conserve electronic documentation for each Member Agency based on compliance requirements.
- Plan, organize, and execute an annual Agency Networking Conference.
- Assist Oasis Insights team at weekly mobile distributions.
- Create and maintain an accurate email list of all Member Agencies.

- Serve as a support team member for Community Accelerator.
- Aid with multiple annual FBNEA campaigns including Fill the Food Bank.
- Spread awareness of the Food Bank's mission.

Other duties

- Represent FBNEA at meetings, training opportunities, workshops, or public events as needed.
- Maintain a clean working environment.
- Follow and enforce AIB processes and procedures.
- Complete monthly AIB inspection forms as assigned.
- Assist with other food bank programs as needed.
- All other duties as assigned.

Skills needed for success

- Detail oriented
- Computer proficient, including Microsoft Office Suite and Google Apps
- Accomplished in organizing and prioritizing multiple projects simultaneously
- Outstanding oral and written communication skills
- Prior experience training individuals and groups
- Ability to work both independently and as a member of a team
- Comfort in communicating with all levels of an organization
- Dexterity in shifting focus without losing sight of deadlines and desired results

Required

- 60% travel using own ground transportation
- Work occasional evening and weekends
- High School diploma
- Background check prior to start date (provided by employer)
- Live in the area or plan to relocate prior to hire date

About the Food Bank of Northeast Arkansas

The Food Bank of Northeast Arkansas provides hunger relief to people in need by raising awareness, securing resources, and distributing food through a network of non-profit agencies and programs. The Food Bank of Northeast Arkansas provides the equivalent of 151,000 meals each week to people facing hunger in partnership with 140 nonprofit partner agencies and programs in 12 counties in Northeast Arkansas. These counties include: Clay, Craighead, Crittenden, Cross, Greene, Jackson, Lawrence, Mississippi, Poinsett, Randolph, St. Francis, and Woodruff. Additionally, the Food Bank of Northeast Arkansas is a member of Feeding America, a national network of food banks. Through our many partnerships, every \$1 donated can help provide 3.5 meals. For additional information, please visit our website www.foodbankofnea.org. You can also find the Food Bank of Northeast Arkansas on Facebook @FoodBankofNEA, Twitter @foodbankofnea, and Instagram @foodbankofnea.

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