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**POSITION:** Community Engagement and Volunteer Coordinator  
**REPORTS TO:** Community Engagement Manager  
**STATUS:** Non-Exempt

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All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last 5 years we have grown to be the conveners for health care, human services and social service organizations to help build a healthy future for those at risk in our community.

### **GENERAL FUNCTION**

The Community Engagement and Volunteer Coordinator is responsible for supporting AFFB's operations, programs, food drives and special events through the scheduling, management and tracking of all volunteers. This includes working across all departments in identifying opportunities for volunteers as well as providing day-to-day oversight, administration, tracking and evaluation in meeting all volunteer needs for the organization.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Volunteer Coordination
  - Match skill sets, time availability and interests to organizational needs and assign volunteers to specific tasks
  - Coordinate the scheduling and management of both on- and off-site volunteer groups with the Operations, Program and Development teams, as appropriate
  - With the direction of the Community Engagement Manager, implement procedures and policies for volunteers which includes onsite and offsite volunteers, corporate groups, other groups, students and school groups
  - Coordinate the Community Service Program with the County judicial system adhering to all AFFB policies and procedures
  - Manage and facilitate bi-monthly volunteer orientation
  - Manage volunteer software with volunteer profiles, schedules and communication
  - Publish a monthly volunteer newsletter
  - Assist with volunteer thank you and appreciation activities
  - With the direction of the Community Engagement Manager, develop and implement a youth/young adult communication program to promote student volunteer opportunities
- Food Drive and Community Event Support
  - Coordinate food drive scheduling and pick up
  - Oversee food drive recognition program

- As needed, assist with the coordination of third party events
- Represent AFFB at community outreach events, as needed
- Represent AFFB at speaking engagements and other public events, as needed
- Under the direction of the Community Engagement Manager Event assist with event planning, logistics and day of needs.
- Perform other duties as determined by the Community Engagement Manager

**QUALIFICATIONS/SKILLS:**

- BS/BA degree or equivalent in relevant experience.
- Previous experience as a volunteer coordinator/organizer preferred.
- Strong organizational skills.
- Strong written and oral communication skills.
- Demonstrated public speaking skills in a variety of settings
- Excellent Phone Skills
- Strong interpersonal skills.
- Ability to work with a diverse group of individuals.
- Strong computer skills.
- CERVIS or a volunteer software program experience a plus.
- Experience with non-profit preferred.
- Ability to accommodate a flexible schedule.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.