



Project Coordinator (MFB+)

Imagine a place where your talent can make a meaningful difference in West Virginians' 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 end hunger in West Virginia. We are mission-focused and known for our core values of *trust, honesty, respect, compassion, teamwork, integrity, and kindness.*

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

The Project Coordinator for MFB+ is responsible for overseeing all aspects of the MFB+ project, from initiation to completion. This includes coordinating with team members, tasks, and resources, ensuring deadlines are met, managing budgets, and communicating progress to stakeholders. They often will serve as the liaison between different departments or external partners, facilitating collaboration and problem-solving as needed. Additionally, they may assist in project planning, risk management, and documentation to ensure projects are executed efficiently and successfully.

MFB+ will initially focus on six primary counties in West Virginia (Braxton, Clay, Fayette, Greenbrier, Summers, Webster counties). The project will focus on connecting MFB and community resources to local member food pantries. Examples include SNAP outreach, data collection, nutrition education, local food use and healthy food access.

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

- Create, develop, evaluate, and promote the MFB+ Project to member agencies and partners
- Create materials related to the MFB+ Project.
- Travel to partner sites and member agencies to help develop the project.

And then there's you...

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- **Wise:** You are emotionally intelligent and know how to communicate and work well with others. You understand how your words and actions affect the people around you.
- **Humble:** You are self-confident but not arrogant and are quick to share credit and praise others freely. You are willing to help the team get the job finished right.
- **Motivated:** You are intrinsically motivated, diligent, and push yourself to do your best work. You are always looking for ways to grow and improve.

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.

The salary for a 3-year grant period is \$38,080 plus a generous benefit package including 100% employer paid health, vision, dental, and life insurance for the employee. This position also includes 11 paid holidays, generous paid time off, and a 401k option. We also believe in supporting each other and investing in our team's well-being and growth through providing in-house opportunities for professional and personal development.

This position is based in Flatwoods, WV requiring 50% travel.

If you see yourself fitting in this role, we would love to hear from you! Please send your resume, references, and cover letter to rodney@mountaineerfoodbank.org by 6/18/2024.



Job Description

Job Description Title:	Project Coordinator (MFB+)	Primary Supervisor(s):	Director of Agency Relations
Location:	Flatwoods, WV	Travel Required:	50%
FLSA Classification:	Exempt	Position Status (FT, PT, etc.) :	FT
General Workday/Week:	Monday-Friday (38-45 hours per week) Schedule set by Supervisor	Physical Demands:	Light/Sed
Required Education and Experience:	Bachelor's degree or 1-2 years project management exp., strong computer skills preferred	Performance Expectations:	Set by Supervisor-Annually

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Using hands to finger, handle or feel			X	
Reaching with hands and arms			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling	X			
Driving			X	

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under one-third of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lit, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic, and phone conversations.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, and related communications systems.



Our Vision- We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.

Position Summary

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Attributes & Values

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

Essential Duties and Responsibilities

- 1) Create, develop, evaluate, and promote the MFB+ Project to member agencies and partners in the Food Bank's six-county target area, including but not limited to: individuals, businesses, faith-based groups, civic groups, academic interns, and government agency referrals.
- 2) Foster relationships with current member agencies and partners for continued participation and work with key staff to implement food bank related objectives around (data collection, nutrition, and food access).



- 3) Create materials related to the MFB+ Project.
- 4) Represent MFB at events related to the project.
- 5) Research and implement best practices related to project management, while maintaining awareness relative to activities within the project scope.
- 6) Assist Director of Agency Relations in helping MFB member agencies develop and implement successful programs around MFB objectives.
- 7) Adhere to all MFB and Feeding America regulations and guidelines.
- 8) Utilize Primarius and other related software for program record keeping and data entry.
- 9) Assist other departments with activities and participating as needed (e.g., events).
- 10) Provide excellent customer service to all agencies, visitors, neighbors, and stakeholders.
- 11) Travel frequently but no less than 50% of work time to six county target area for meetings with member agencies and stakeholders.

Other

- Ability to work with volunteers as needed.
- Other duties as assigned by Supervisor.

EXPERIENCE:

A minimum of two years project management experience with the ability to provide relevant examples of experience.

SKILLS:

- Superior Microsoft 365 Skills, including Word, Excel, PowerPoint, OneNote, Outlook, Teams, and Planner (or a willingness and aptitude for learning)
- Superior relationship building and project management skills to strategize and carry out effective plans.
- Strong writing and oral communication skills.
- Strong editing skills.
- Strong personnel management techniques, adaptability, and experience in related field.
- Ability to keep records and well-organized.
- Excellent communication skills to professionally represent the Mountaineer Food Bank.

Physical, Mental, and Environmental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting either remotely or at MFB with frequent travel to other locations in MFB's footprint.



- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.
- Occasionally required to operate office equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to twenty-five pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
 - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
 - Possess knowledge of MFB and all programs.

This position is full-time salary with benefits (health, life, dental, vision, PTO, paid holidays, and 401k option). Full-time salaried positions work an average of 38-45 hours per week. The position will travel frequently and work some weekends and evenings throughout the year.

Mountaineer Food Bank is an equal opportunity employer.

2024/JCM