



JOB DESCRIPTION

Muskegon Program & Development Coordinator, Full-Time

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Muskegon Program:

Kids' Food Basket helps nourished children be their best, in school and in life. Through the Sack Supper program, kids receive nutritionally balanced meals, filling a gap that schools and parents often cannot afford to meet.

With the help of the Muskegon community, Kids' Food Basket introduced our Sack Supper program at Martin Luther King Elementary in April 2012. Within three years, Kids' Food Basket is serving over 750 children at three schools in Muskegon each weekday! Childhood hunger affects the whole community - and the whole community is a part of the solution.

Primary Duties:

Volunteer Responsibilities

- Provide outstanding customer service to volunteers.
- Ensure the KFB Experience is guaranteed for volunteers on a daily basis. Provide tours and the Kids' Food Basket story to all volunteer individuals and groups as needed to support the Program Coordinator.
- Assist Program Coordinator with set-up, facilitation, and clean-up of volunteer activities as needed.
- Collaborate with KFB team members to execute volunteer appreciation activities and events.
- Effectively interact with a diverse population of volunteers
- Navigate KFB's donor management software and volunteer scheduling software

- Complete administrative work that goes along with supporting volunteer coordination (i.e. answering phones, maintaining the volunteer schedule as assigned)

Community Outreach

- Assist with Community-based fundraising events
- Help coordinate and support on-site events
- Provide support for Community engagement with purpose of recruiting new volunteer individuals and groups, and increasing our financial sustainability

Development and Stewardship

- Perform all gift/donation data entry and receipting of gifts
- Provide administrative support for development programming
- Assist in reviewing appeal information, logistics and donor lists during annual campaigns
- Compile and implement stewardship pieces, as outlined by the annual stewardship calendar
- Coordinate semi-annual Thank-a-thons and delivery of Thank-You Boards for community partners
- Assist with planning of small and large Connect with KFB events
- Receive orders and facilitate customization and customer experience for Annual Holiday Card Campaign

General

- Assist in general office duties (answering phone, greeting volunteers/donors, general cleaning etc.)
- Participate in and assist with, daily tasks of Kids' Food Basket
- 40+ hours per week. Some evening and weekend hours will be necessary
- Other duties, as assigned

Skills and Qualifications:

- Can work independently as well as collaboratively.
- Comfortable working with diverse populations.
- Excellent interpersonal skills, both in person and over the phone, with high level of professionalism.
- Experience working in the non-profit sector as a volunteer or staff member preferred.
- Familiarity with the Muskegon community
- Organized, with the ability to work in a fast paced, ever changing work environment.
- Outgoing, friendly personality.
- Possess project and time management skills.
- Reliable transportation for the ability to attend events throughout the west Michigan area.
- Very detail orientated.
- Well versed in computer programs (Microsoft Office required, experience in Charity Engine/Raiser's Edge or other database preferred).

Physical Activities:

- Climbing - Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kinds of climbing required exceeds that required for ordinary locomotion.
- Stooping - Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling - Bending legs at the knee to come to a rest on knee or knees.
- Crouching - Bending the body downward and forward by bending leg and spine.
- Crawling - Moving about on hands and knees or hands and feet
- Reaching - Hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.

- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Lifting - Raising objects from a lower to higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The worker is required to have a visual acuity to determine accuracy, neatness, and thoroughness of the work assigned or make general observations of facilities or structures.
- The worker is subject to both environmental conditions. Activities occur inside and outside.

Reports to: Muskegon Program Manager

Compensation: \$32K to \$34K – commensurate with experience

Benefits: Kids' Food Basket is proud to offer its eligible employees the following benefits. Please note that offerings, coverage levels and eligibility dates are subject to change at any time. Currently the benefit package includes:

- Medical – employee pays a portion per pay period for medical, dental and vision
- Dental
- Vision
- 401(k) Plan with match
- Flex Spending Account
- Paid Time Off (PTO)
- Paid Holidays

To be considered for this position, please send cover letter and resume by January 19th, 2018 to:

[hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

Attn: Bradley Littell

Kids' Food Basket would appreciate you taking the short anonymous survey you will receive after submitting cover letter and resume.

Resumes will be reviewed as they arrive.

NO CALLS PLEASE!