



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 foodbankcny.org

Agency Relations Coordinator

Position Summary:

The Agency Relations Coordinator is responsible to help develop, improve, and implement partner agency related services including the monitoring of program sites.

Qualifications:

The individual should have basic management skills including planning, scheduling, and organizing; strong customer relations skills; willingness and ability to successfully complete food safety certification training; ability to work with people of diverse ages, socio-economic status, and ethnic heritage; strong writing and oral communication skills; demonstrated ability to use good judgment and work independently; moderate computer skills; valid NYS driver's license, clean driving record, and dependable transportation. Required education: bachelor's degree or equivalent job experience.

Essential Functions:

The Agency Relations Coordinator responsibilities will include:

- Identifying and implementing new and innovative methods for addressing food insecurity within certain communities or population groups
- Developing relationships with partner agencies of the Food Bank (i.e. food pantries, soup kitchens, rehab centers, day care centers, senior centers, etc.)
- Ensuring compliance of Food Bank partner agencies and programs with all necessary regulatory agencies
- Facilitating and creating partner agency trainings
- Scheduling and conducting timely on-site visits throughout our eleven county service area (main focus will be on Lewis, Jefferson, Onondaga, and Cayuga counties); completing site visit reports to ensure partner agency compliance
- Representing the Food Bank at area meetings as assigned
- Coordinating annual partner agency conference; tasks could include presenting and/or overseeing specific functions of the event

Send resume and cover letter to:

Food Bank of Central New York
Attn: Human Resources
7066 Interstate Island Road
Syracuse NY, 13209

OR: hr@foodbankcny.org