



## Job Description

<b>Job Title:</b>	<b>Community Partner Specialist</b>
<b>Classification:</b>	Full-Time, Non-Exempt
<b>Department:</b>	Programs & Partnerships
<b>Reports to:</b>	Director of Partnerships and Programs
<b>Location:</b>	Meridian, ID
<b>Apply:</b>	<a href="https://idahofoodbank.org/about/employment/">https://idahofoodbank.org/about/employment/</a>

### JOB SUMMARY:

The Community Partner Specialist establishes a strong Partner Network through the recruitment, stewardship, and education of partner agencies/food pantries that align with The Idaho Foodbank's mission. This position ensures partner compliance with all necessary laws, policies, and guidelines regarding safe food distribution. The role also supports the Director of Partnerships and Programs with advertising and coordination of mobile food distributions, identifying and ensuring equitable distribution of product on a statewide basis, overseeing compliance standards and processes for statewide implementation as well as other special projects.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Maintain relationships and compliance with all mobile food pantry coordinators in Southwest & Southcentral Idaho.
- Evaluate effectiveness and cadence of mobiles, communicate with Operations, Inventory Control, and Volunteer Services to ensure mobile pantries and pop up food distributions are effective.
- Develop, communicate and oversee compliance standards and processes for statewide implementation.
- Screen prospective partner agencies and assist with application and mutual agreements between The Idaho Foodbank and partner including site visits and training.
- Assist in the implementation of a partner network gap analysis and capacity measurement tool for partner agencies, including agency surveys.
- Foster cooperative relationships between partner agencies and The Idaho Foodbank.
- Work closely with warehouse distribution staff to develop positive relationships and understand the varied needs of partner agencies.
- Assist in organizing, planning, and attending Statewide Partner Advisory meetings. Communicate with members to ensure attendance and engagement.
- Assist local community leaders to assess and develop strategies to improve their supplies of food.
- Represent The Idaho Foodbank at meetings, in press, and at events as needed.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND EXPERIENCE:

- Preferred Bachelor's Degree or equivalent experience.

- Experience and commitment to serving low income individuals and families.
- Must be strong, independent worker as well as be able to work as a team.
- Ability to communicate effectively, both orally and in writing.
- Proven competencies in Microsoft Office products, including Internet, Word, Excel, Outlook, PowerPoint and standard office equipment.
- Fluency in Spanish a plus.
- Have a valid Driver's License and access to an automobile with current auto insurance.
- Must be able to pass the Manager's Level ServSafe Certification.
- Physical job requirements include ability to lift up to 30 pounds.
- Frequent travel required within counties served by organization/programs

### **WORKING CONDITIONS**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. Employee will use computer and smart phones extensively. Work may involve periodic lifting and carrying of items that may weigh up to 30 pounds. May work outside normal business hours, such as evenings and weekends, and could require driving frequently due to work performed in the community. Mileage reimbursement will be provided when using a personal vehicle.

### **Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

### **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.