



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Volunteer Coordinator

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

We are looking for someone who enjoys putting together documentation and looking for new and improved ways to share information with people! If you take pride in putting together well-organized materials and enjoy learning about and documenting processes, this is the job for you! We have the need to provide education and training on customer service and food distribution (among other topics as well) to over 300 volunteers at over 120 different locations. We need someone that likes a project! If you are ready to roll-up your sleeves and learn about what we do and help us improve, you should look at this position!

This job might be for you if:

- You absolutely love helping people
- You have a high attention to detail
- You like developing and re-creating training and education materials
- Ability to interact with all types of people
- On top of it, with excellent communication skills
- You are looking for a flexible, part-time, temporary position

Reports To:	Director of Programs
Location:	750 Curtner Avenue, San Jose, CA 95125
Hours:	Flexible, part-time, temporary position

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
T 408-266-8866
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BING CENTER
1051 Bing Street
San Carlos, CA 94070
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