



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Volunteer Coordinator - Temp

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### 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](http://www.SHFB.org).

### About the Position

The food distribution team is looking for someone who is interested in working on a variety of innovative projects. If you are creative and enjoy assignments ranging from video editing to survey development and analysis, we have the job for you! We are looking for someone who enjoys finding new and creative ways to communicate important information out to large groups of people, whether through videos or via texting, we need someone to help us leverage technology with both clients and volunteers. We need a creative and resourceful person! 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:

- Creating short instructional videos
- Photographing and collecting geo coordinates for food distributions
- Helping to implement use of text messaging with clients and volunteers
- Data entry as we transition to Salesforce
- Designing, conducting and analyzing surveys

### Qualifications

- You absolutely love helping people
- You have a high attention to detail
- You have experience with Salesforce or other Customer Relationship Management systems
- You like creating training and education materials
- You have the ability to interact with all types of people
- You are organized and have excellent communication skills

**CURTNER CENTER**  
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**BING CENTER**  
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- You are looking for a flexible, part-time position

<b>Reports To:</b>	
<b>Positions Reporting to Title:</b>	
<b>Location:</b>	<b>750 Curtner Ave, San Jose CA 95125</b>
<b>Hours:</b>	Flexible, 20 hours per week
<b>Compensation:</b>	Commiserate with experience

[CLICK HERE TO APPLY!](#)

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

