



SECOND HARVEST
of SILICON VALLEY

Position Announcement Volunteer Coordinator

About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy and housed by providing enough nutritious food for 57 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

About the Position

We are seeking a Volunteer Coordinator to join our Volunteer Services team. Time will be primarily at our Bing (San Carlos) location, with support also expected from time to time for our Cypress Center (North San Jose) location.

In this role, you will create a memorable, positive experience for our onsite volunteers. This is a heavily outward facing role and over 50% of your time will be in direct contact with volunteers. You should be comfortable with dynamic public speaking skills with groups ranging in size from 5 to 105. You will possess strong customer service skills and be able to communicate effectively verbally and in writing to diverse groups. You will have an attention to detail and be able to provide support to the Volunteer Manager, including coordination of personnel, volunteer projects, team leaders, and other tasks as directed.

This job might be for you if:

- You enjoy face-time with volunteers and colleagues and are passionate about working collaboratively with diverse groups of people.
- You have excellent public speaking skills and can employ different communication styles for different groups as needed.
- You love working with people of all ages, including teenagers and families.
- You have solid writing skills and a high attention to detail.
- You are proficient in the Microsoft suite, especially Outlook, Excel, and Word.
- You embrace technology and can lead the team in adoption of new processes and technology.
- You like to create processes that support the needs of the department, proactively working with the team to ensure that it is being followed and maintained diligently.
- You are comfortable with operating warehouse machinery currently OR are willing to go through training to acquire those skills.
- You have a desire to strongly support the Volunteer Manager and are dependable and results oriented.
- You are comfortable with supervision and like to work in a team environment



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



SECOND HARVEST
of SILICON VALLEY

Position Announcement Volunteer Coordinator

- You want to work for an organization that has real impact in the community. At the end of the day, you get to go home knowing the work you did helped to put food on the table for a neighbor in need.

Qualifications

- Friendly, outgoing, and positive “people person” possessing the ability to work independently and with others.
- Excellent writing and public speaking skills.
- Proficiency in MS Office, Word, Excel and PowerPoint is strongly preferred.
- Experience with Salesforce is a definite plus, and/or a willingness and ability to master a new technical tool.
- Bachelor’s degree from an accredited college is preferred; relevant experience may be substituted on a year-to-year basis.
- Demonstrated experience in customer facing roles.
- Proven record of accomplishment in building successful relationships with a variety of stakeholders.
- Demonstrated ability to multi-task, set priorities, organize, plan and carry out activities to meet specific timelines while maintaining composure under pressure.
- Dependable in maintaining work hours; proven record of accuracy in completing and reviewing data.
- Excellent organizational skills.
- Proven ability to operate as a team player and establish and maintain good relationships with people of various ages, education, ethnic and socio-economic backgrounds.
- Exert force and/or carry items weighing twenty (20) to fifty (50) pounds.
- Able to walk, sit, squat, bend, twist, and generally be able to be “on your feet” for a significant part of the day.

Reports To:	Volunteer Manager, Cypress
Location:	San Carlos, CA
Hours:	Full-time, Non-Exempt. Regular schedule with some evenings, weekends, and some overtime as approved by management.
Compensation:	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 160 hours/year, ten paid holidays, and retirement plan.

CLICK HERE TO APPLY!

EOE
UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800