



Position Announcement

Temporary On-Site Food Distribution Lead

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger and is one of the largest food banks in the nation. The organization distributes healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. 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 by providing enough nutritious food for more than 58 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

This temporary position will act as a coordinator for various food distributions throughout the week distributing boxed food to typically 100 – 1,000+ people/families per walk-up or drive-through. Local travel required as these food distributions occur at multiple different sites within Santa Clara and San Mateo counties.

Primary responsibilities

- Ensuring site has proper supplies and is set up properly
- Leading a team of volunteers at site distributions, with remote direction/support from manager
- Making decisions at sites within the moment
- Taking authority over the process at every distribution

Minimum qualifications:

- Strong verbal communication skills are essential; public speaking/leadership experience a plus
- Strong organizational and collaborative management skills
- Experience collaboratively organizing projects
- Ability to learn quickly and be comfortable working with and directing volunteers
- Demonstrated ability to assess situations, quickly and creatively problem solve, and take appropriate action
- Community organizing experience is helpful

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