

JANUARY 20
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PROGRAM COORDINATOR POSITION

JOB DESCRIPTION

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OUR HISTORY

In 2009, Robert St. John (our founder) received a call from the Edwards Street Fellowship Center in Hattiesburg, Mississippi. Simply put, they had run out of food. Being a 30-year veteran of the restaurant industry, he figured the fastest, easiest way to get food to the pantry would be to call his Sysco sales representative, place an order, and have the truck drop-ship the order at the agency's doorstep the next day. Unfortunately, it wasn't easy at all. Even though Sysco is the world's largest food service distributor, many of the items in their warehouse and database are large, institutional-sized grocery products. After days combing through the 15,000 food items in the Sysco catalogue, Robert finally put together an order and had it shipped to the pantry just in time to make sure that the clients who were depending on Edwards Street to feed their families got the food they needed. Afterward Robert wondered if other agencies throughout Mississippi, who were responsible for feeding those in need, were having similar problems. He found that there were organizations throughout the state who had the same need and decided to approach the executive team at Sysco to propose a question: "What if every business and home had an extra table where they could feed those in need? What would that look like?" They loved the idea, and Extra Table was born. Today, Extra Table works with 32 agencies in 26 counties throughout the state and to provide healthy food to those in need.

OUR SOLUTION

Since Robert's establishment of Extra Table we established pre-order food packages with Sysco, established the organization's structure, and implemented a mission-driven strategy balanced with strong business principles. We currently partner with three Sysco hubs in New Orleans, Jackson, and Memphis to distribute food throughout the state of Mississippi.

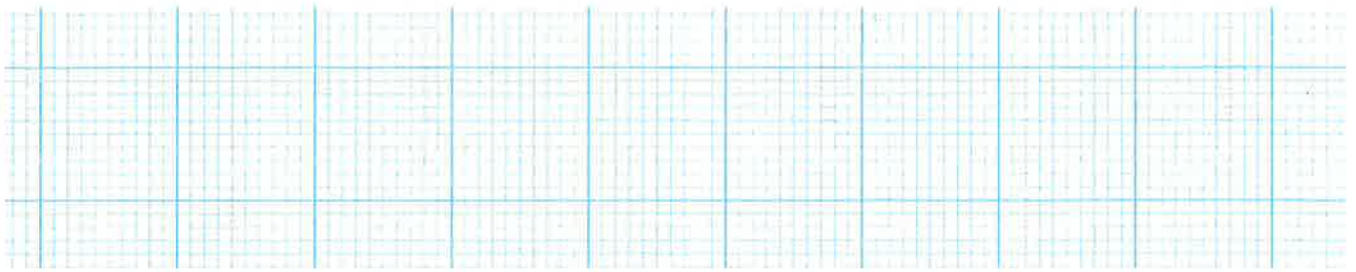
1. The food must be healthy.
2. When someone donated food, 100% of that donation needed to go to purchase food.

Our relationships have allowed us to grow to allocate over \$300,000 worth of healthy food to our partnered agencies across the state for the year 2018. This structure has proven effective and we look forward to continue the work of eradicating hunger in our state.

OUR GUARANTEE

WE ALWAYS USE ABSOLUTELY 100% OF PUBLIC DONATIONS TO PURCHASE HEALTHY FOOD FOR THE HUNGRY. With this guarantee you can rest easy being associated with Extra Table. Feeding the hungry is our continual focus, and we're doing just that by insuring that 100% of public donations feed the hungry in your area.

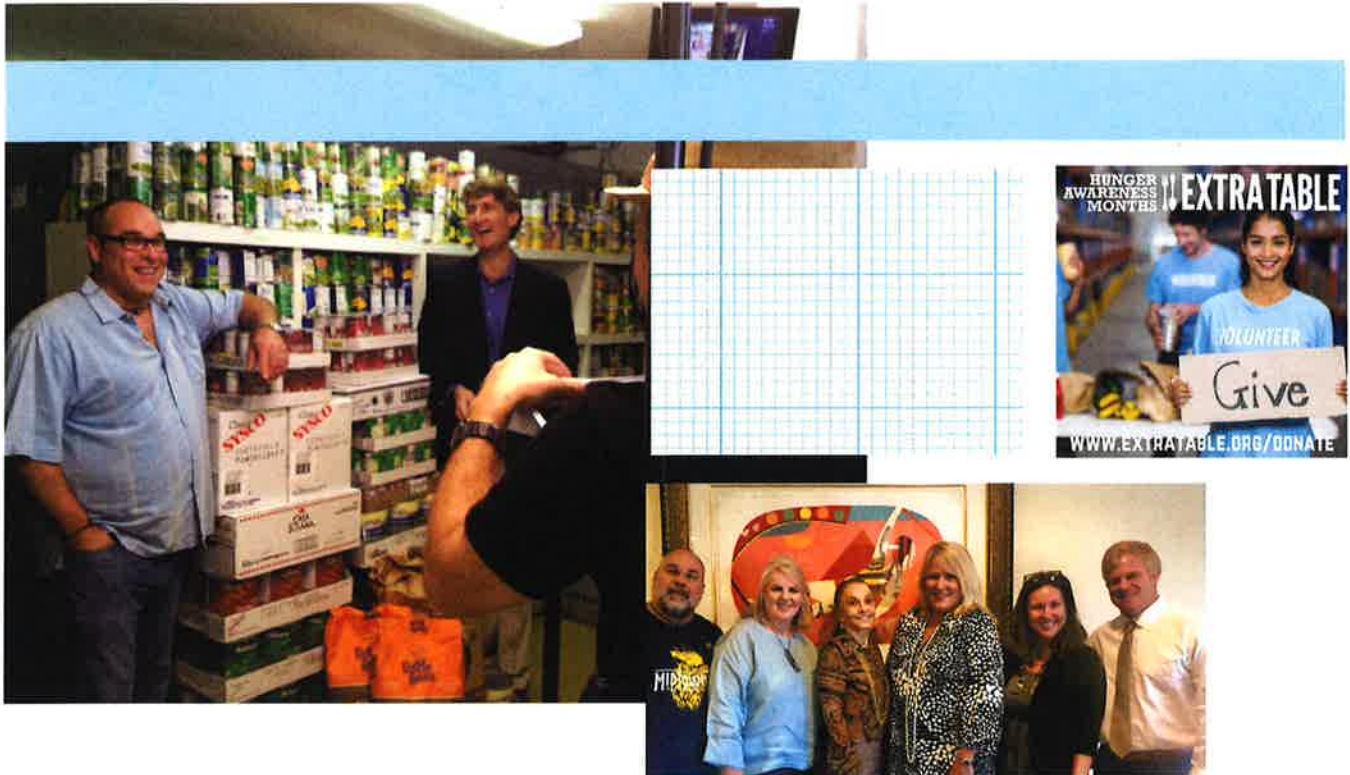




While progress never stops, we have an end game.

OUR MISSION IS TO END HUNGER IN THE STATE OF MISSISSIPPI BY PROVIDING HEALTHY FOOD IN BULK DIRECTLY TO THOSE WHO NEED IT MOST.





HOURS OF OPERATION

Monday - Friday, 8am - 5pm

40 hours a week; full-time position

* Variances are made for evening events and after-hours meetings when communicated to the Executive Director.

The Executive Director supports the Program Coordinator's visibility in the community and will comp time for work related activities.

LOCATION

If outside the Hattiesburg area, you are required to be in the office 2-3 days per week

SALARY

Starting at \$35,000

JOB EXPERIENCE & EDUCATION

Preferred but not required

College degree in a related field

A willingness to work and learn is way more important!

ORGANIZATIONAL RELATIONSHIPS

Employee will report to the Executive Director

BENEFITS

Health Insurance, Retirement, 401k matching (100% of the first 3%, 50% of the next 2%), vision and dental can be accessed at the employee's discretion

CHARACTERISTICS & PERSONALITY



Critically important!

1. Passionate communicator and mission-driven
2. Energetic and a self-starter
3. Possesses integrity/honesty
4. Strong emotional intelligence
5. Keen self-awareness and strong self-confidence
6. Strong listener
7. Results-oriented and mission focused in a respectable manner
8. Team player

JOB DESCRIPTION

Employee will provide support for Extra Table - including but not limited to administrative support, coordination of select projects, collecting data from pantries monthly, donor management and communication, social media, special events, fundraising initiatives, volunteer management activities and any other responsibilities deemed appropriate. Extra Table is a small non-profit; everyone does a little bit of everything.

Marketing
Event and Volunteer Coordination
Fundraising
Donor Relations
Agency Reporting
Social Media and Communication

KNOWLEDGE AND ABILITIES

- Computer experience with Microsoft Word, Excel, PowerPoint.
- Experience with HootSuite, Canva, Illustrator/InDesign preferred but not required
- Ability to communicate the mission and operations of Extra Table effectively verbally and in writing
- Ability to establish and maintain effective working relationships within Extra Table and partner agencies
- Ability to analyze situations and recommend a quick, effective and reasonable course of action
- Ability to analyze and interpret data
- Ability to interpret and follow policies and procedures

REQUIREMENTS

- Somewhat tech savvy
- Excellent time-management and organizational skills
- Detail-oriented and creative
- Passion for event planning, marketing and feeding people
- Track record of serious work ethic and outstanding performance in the workplace, school, learning environment, or civic organization
- A strong desire to help others
- Critical thinking and problem-solving skills
- Ability to anticipate and meet deadlines

RESPONSIBILITIES AND DUTIES

- Contribute to the development of Extra Table's strategic goals and objectives as well as the overall management of the organization
- Maintain continuous lines of communication, keep the Executive Director informed of all critical issues, upcoming events, donor management and volunteer recruitment
- Assist in creating opportunities for the Executive Director to speak to/meet with potential donors
- Deepen and refine all aspects of communications-from web presence to external relations with the goal of creating a stronger brand; Create an annual communication plan
- Support/planning and coordination of a program and its activities
- Maintaining budget and tracking expenditures/transactions
- Keep updated records and generate both program and pantry reports
- Monitor and analyze the effectiveness of programming, recognizing and communicating needs for the improvement to the programming of Extra Table
- Works with the Executive Director to develop, implement and evaluate programs that align with the organization's mission and support the organization's goals while staying within the approved budget
- Plan and execute fundraising events
- Recruits volunteers and keep a current database of names, emails, and phone numbers
- Develop and maintain the Donor Recognition program



EXTRA TABLE

EFFICIENT.
EFFECTIVE.
CONSTANT.
EXTRA TABLE.
LEARN MORE AT
EXTRATABLE.ORG

1 out of 5
Mississippians are food
insecure.

Learn how Extra Table works to
help feed our hungry neighbors.
www.extratatable.org

IF YOU HAVE ANY QUESTIONS, ARE
INTERESTED IN THIS POSITION, OR WOULD
LIKE TO MAKE A RECOMMENDATION
PLEASE CONTACT US. WE GUARANTEE
THAT WE WILL TREAT OUR CANDIDATES
WITH THE HIGHEST LEVEL OF RESPECT AND
ANY INFORMATION RECEIVED WILL REMAIN
CONFIDENTIAL.



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