Basic Functions:

At the direction of the Sibley County FoodShare Board, the coordinator should propose the major direction of the FoodShare. The coordinator should lead the Sibley County FoodShare to achieve short and long term goals on monthly, quarterly, yearly, and multi-year bases. The coordinator should insure that the goals reflect the needs of the target population and that they will be fully supported by the Sibley County FoodShare board.

Specific Responsibilities:

* Lead the strategic planning efforts to determine agency goals, objectives, and priorities
* Monitor the major activities and program of the FoodShare
* Organize volunteers
* Administer the day-to-day activities of the agency and its programs
* Establish community support for the FoodShare’s objectives

Qualifications:

* Planning, development, and program administration experience
* Experience in public relations/community development
* Good written and verbal communication skills
* Commitment to and the ability to articulate Sibley County FoodShare’s mission and programs