Rise Against Hunger is currently seeking a **Community Engagement Coordinator** for our Foxcroft (Philadelphia), PA location.

**About Us:** Rise Against Hunger is an international hunger relief organization that is driven by the vision of a world without hunger. Since 1998, the organization has coordinated the distribution of food and lifesaving aid to the world’s most vulnerable in countries all over the world. The organization’s mission is to build awareness and drive a global commitment to ending hunger by 2030.

**Position Summary:** The **Community Engagement Coordinator** will be an integral part of the day to day warehouse functions and the meal packaging events. This position will be a main support for the Manager and Assistant Manager and is responsible for shipping and receiving, truck loading/unloading, staging for events and equipment upkeep. This candidate will also manage event facilitation and volunteer recruitment and coordination.

**Essential Duties and Responsibilities:**

* Lives and advances the Rise Against Hunger Core Values: 1) LOVE It (Passion, Compassion, Advocacy, Optimism); 2) OWN It (Responsibility, Strategy, Adaptability, Balance); HANDLE It (Accountability, Effectiveness, Excellence, Persistence); SHARE It (Engagement, Empowerment, Relationship, Teamwork).
* Facilitate large groups of volunteers to package meals, including delivering a hunger education presentation to diverse crowds
* Ensure accurate ordering and delivery of materials for meal packing events
* Load trucks for shipment and delivery of packaged meals and goods.
* Support meal packing by staging ingredients and equipment for delivery to volunteer events.
* Maintain working equipment in the warehouse which may include cleaning, testing, and light preventative maintenance.
* Ensure accurate inventory of finished goods, supplies, and equipment.
* Some responsibility for promoting Rise Against Hunger and Rise Against Hunger’s Meal Packaging Program
* Support meal packaging events through the recruitment and coordination of warehouse volunteers to complete daily warehouse chores
* Innovation/Learning: Regularly recommends and executes improvements to processes or policies within their domain, with their Manager, in the spirit of continuous improvement and learning.
* Maintain warehouse up to FDA, USDA and OSHA standards

**Necessary Skills:**

* Current valid driver’s license, clean driving record and current passport
* Experience using specialized equipment such as box trucks, forklifts, and pallet jackets
* Ability to frequently lift 50 lbs., occasionally up to 75 lbs. and move pallets of up to 2,500 lbs. utilizing pallet jacks and lifts
* Must be able to work flexible schedule including most weekends and some evenings
* Ability to track and manage multiple projects simultaneously and work independently
* Must be able to comply with DOT regulations
* Must be able to work in non-climate controlled warehouse
* Strong presentation and public speaking skills, comfortable speaking in front of large groups

**Competencies:**

* Action Oriented
* Collaborates
* Communicates Effectively
* Nimble Learning
* Resoucefulness
* Drive Results

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