



Position: Distribution Coordinator

Start date: As soon as possible

Location: Boulder, CO

Hours: Full Time, 32 hours/week, including Saturdays & Sundays; 2 consecutive days off will be provided at sometime during Monday - Friday

Compensation: \$19/ hr + \$20/day on-call stipend + \$100/mo health care stipend
\$25/day optional hazard stipend for in-person shifts throughout pandemic *

Due to the COVID-19 pandemic many of the DC's responsibilities can be accomplished digitally, however this position requires some in-person responsibilities that can not be accomplished remotely. For in-person coordination, including food redistribution shifts, donor and maintenance team coordination, the DC will receive a hazard pay stipend for any day when in-person coordination is necessary

About us: Boulder Food Rescue aims to create a more just and less wasteful food system. We facilitate the sustainable redistribution of healthy food that would otherwise be wasted to low-income communities. We work to increase access to fruits and vegetables, remove food access barriers, reduce food waste, implement more equitable and just food rescue practices, build trust with communities, and support the leadership of Grocery Program Coordinators.

Our vision and approach: We envision a world where communities have autonomy within their food systems and the resources they need to thrive. We help realize this vision by working in solidarity with communities to create food access systems that work best for them. We build participatory and equitable systems that uphold the dignity and respect of people utilizing the programs. By building mutual trust and honest relationships we build collective power that will help us transform both the nonprofit industrial complex and the food system as a whole.

About the Food Redistribution program:

We deliver an average of 1,200 pounds of produce daily to 40 recipient sites. BFR has redistributed over 4 million pounds of food to date, most of which is delivered by bicycle. We serve about 7,000 individuals living with low-income in one year. Specifically, we deliver food directly to 31 low-income housing sites and community spaces where community members receive and distribute the food, reducing barriers to food access. This is called the **No Cost Grocery Program**. We provide several opportunities for individuals who receive food from BFR to participate in systems and decisions that affect them within the organization. Individuals from the community receive the food, call neighbors, distribute the food, clean up after the delivery, make sure food safety standards are followed, conduct outreach, initiate program changes and

improvements, and encourage COVID-19 protocols. This work is not just about food distribution, it's also about building relationships and supporting people towards more input and power in the decision-making processes which affect their lives.

Job Description: The Distribution Coordinator (DC) is in charge of developing and managing logistics and relationships related to 'pickup end' duties for food redistribution deliveries. The DC is responsible for training and maintaining relationships with both food donors and volunteer couriers. The DC is responsible for managing same and next day food rescue shift coordination, including responding to same day emergencies, running shifts, relaying information to the BFR program team. Additionally, they coordinate BFR's volunteer maintenance and training teams. The DC works to help the organization meet its strategic goals specific to improving access to healthy, culturally appropriate food.

I. Logistics Coordination: 55%

- 1) Same Day Coordination: Check the rescue log daily to ensure all food rescue shifts are covered. And complete open shifts for that day when no volunteer is available or when last-minute emergencies prevent volunteers from doing a shift.
- 2) Next-Day Coordination: Organize couriers to cover open shifts for the next day.
- 3) Volunteer Communication: Respond to same day and next day concerns communicated through BFR Volunteer Line, including texts and emails and communicate any last-minute same-day information changes to volunteers.
- 4) The DC is responsible for coordinating with the Community Outreach Manager for one time donor pickups, if courier coordination is needed. On the weekends or when the Community Outreach Manager isn't working the DC will coordinate one time food donations.
- 5) The DC is responsible for relaying information, coordinating, and responding to the program team, regarding same day and next day coordination and logistics.
- 6) The DC will forward all appropriate communications to the Logistics Director. This includes all next-day, long term, and advanced notice concerns, as well as any problems that occurred with any of the shifts.

II. Data Entry: 5%

- 1) The Distribution Coordinator is responsible for ensuring the daily rescue log is completely covered, accurate, up-to-date and communicating information changes or emergencies to volunteers.
- 2) The DC is responsible for coordinating with the Community Outreach Manager and ensuring that one time donations are captured in The Robot.

III. Volunteer Courier Training and Management - 30%

- 1) Train New Volunteers: The DC is responsible for responding to emails and organizing the digital New Volunteer Orientations (NVO), as well as facilitating the NVOs. After the NVO, they will be responsible for setting up volunteers with an optional in person training shift and ensuring new volunteers have signed all needed documents and waivers.

- 2) Maintenance Team: The DC is responsible for the overall maintenance of the bikes, trailers and other volunteer equipment necessary for day-to-day operations. The DC will work with the maintenance team to ensure the equipment is safe and ready to use for all volunteers. The DC will relay all maintenance concerns to the maintenance team, as well as track progress towards fixing the issue/s, on days that they are managing the schedule, and will coordinate with the LD for support and for larger projects.
- 3) The DC will coordinate shop nights and an annual planning meeting for bike maintenance team members, in order to maintain and work on BFR bikes and trailers.
Due to the COVID-19 some non-essential program responsibilities have been paused or adjusted to take place digitally.

VI. Staff Support (10%)

- 1) Weekly Meeting: The DC will have supervision or checkins with the Logistics Director every week to discuss tasks, progress, and needed support.
- 2) The DC will participate and contribute to weekly program team meetings and join staff meetings as they are able.

Qualifications:

- The DC is responsible for running shifts occasionally. There are physical demands associated with running shifts such as standing and bending to sort donations, lifting and walking with boxes up to 50 pounds, lifting boxes (less than 50 lbs) over your head, and by choice, biking with a trailer. Shifts happen in cold, rain, snow, and heat.
- The DC must have a valid driver's license (or be able to obtain one within 60 days of employment) and reliable transportation. Access to a car is preferred.
- Preference will be given to candidates who are bilingual in English and Spanish.
- Preference for folks who can work weekends consistently.
- Desired skills or attributes: detail-oriented, self-directed, organized; strong task management skills, direct and clear communication, ability to work independently and with a team.

Benefits: Boulder Food Rescue provides the following benefits package while the employee remains employed with BFR:

- RTD Ecopass
- Ego Carshare membership
- Community Cycles membership
- Laptop computer & other personal office equipment needs
- Work cell phone and payment package
- Personal cell phone payment package
- Work from home internet package
- Remote working and semi-flexible schedule
- Optional Health Savings Account
- \$100/ mo additional health stipend
- Professional development stipend

Boulder Food Rescue is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. BIPOC individuals, Hispanic/ Latinx individuals, and LGBTQIA+ candidates are strongly encouraged to apply.

To Apply: Please send a resume and application (in lieu of a cover letter,) to hayden@boulderfoodrescue.org by October 18th.