



United Way  
of Greater New Bedford

128 Union Street, Suite 105 · New Bedford, MA 02740 · Tel: 508-994-9625 · Fax: 508-994-9667

Mobilizing people, partnerships, and resources to catalyze change that strengthens the communities we serve.

## **Job Title: Hunger Commission Coordinator**

**Reports to: VP of Marketing & Community Engagement**

**Classification: Part-time, non-exempt, hourly (some nights and weekends required)**

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United Way of Greater New Bedford (UWGNB) fights for the health, education, financial stability, and basic needs of every person in the nine communities it serves. The Hunger Commission Coordinator will play an important and visible role within UWGNB. Every United Way of Greater New Bedford staff member or volunteer serves as an ambassador for the organization, demonstrating a culture of fundraising and volunteer engagement.

The Hunger Commission provides food and logistical support free of charge to programs that support families and individuals in need. Program partners include established pantries, shelters, soup kitchens, and Council on Aging centers.

The primary responsibility of the coordinator is to transport donated food from various sources and deliver it to confirmed program partners in a timely, safe, and courteous manner. Must be able to physically lift and load cartons and boxes - sometimes up to 100lbs.



### **Minimum Requirements**

- High school diploma or equivalent
- Must hold a valid Massachusetts Driver's License
- Must have a driving record in good standing. (A check on driving record will be conducted).
- Positive attitude
- Excellent verbal communication
- Able to multi-task and work in a fast-paced environment
- Strong customer service orientation
- Able to communicate effectively with food donors, volunteers, co-workers, vendors and recipient organizations
- Diligent attention to safety and detail

### **Essential Duties and Responsibilities**

- In partnership with other staff, coordinate an effective and efficient distribution plan for pickups and deliveries
- Deliver fresh produce, dry goods, and other food and non-food products to confirmed program partners
- Safely transport goods to program partners in a timely, safe, and courteous manner
- Maintain weekly logs and records of food collection and distribution
- Maintain up to date contact list of confirmed partners and vendors
- Staff and set up Mobile Markets
- Assist and staff large scale, seasonal events. (Including but not limited to: holidays, Hunger Heroes, food drops)
- Assist with coordination of the annual Stamp Out Hunger Collection Drive and other local food drives
- Maintain relationships with food donors/suppliers and seek out new ones to increase food donations
- Maintain the service, cleanliness, and appearance of truck
- Maintain timely vehicle registration and inspections
- Supervise Hunger Commission Assistant and volunteers
- Other duties as assigned

**Candidates should email resume to [liveunited@unitedwayofgnb.org](mailto:liveunited@unitedwayofgnb.org).**