



**Table to Table**  
**Outreach Coordinator - Morris and Passaic Counties**

Resumes accepted until the position is filled.

Please email [jkinner@tabletotable.org](mailto:jkinner@tabletotable.org) with Morris and Passaic Counties Coordinator in the subject line.

**About Table to Table:** Nearly 1 million of our neighbors in New Jersey are food insecure. Meanwhile, enough food for over 3 billion meals is wasted each year in our state. As NJ's first and largest food rescue nonprofit, Table to Table bridges the gap by rescuing fresh, healthy food and ensuring it gets to those who need it most. Our trucks and volunteers operate throughout Bergen, Essex, Hudson, Passaic and Morris counties, picking up food and delivering it to pantries, community kitchens, group homes, shelters, and other partner agencies. Last year we rescued enough food for over 25 million meals and provided it to our neighbors in need of nourishment through our partnerships with pantries, shelters, community kitchens, and other nonprofits.

In 2021 we launched our I-Rescue App, leveraging technology to increase our impact by empowering volunteers to become 'food rescue heroes.' Piloted in Bergen County and launched into Essex, Hudson and Passaic counties in 2023, and Morris County in 2024, the App connects the dots between food donors, community recipient agencies, and volunteers in the matter of a few clicks.

Ready to be inspired every day? Join our growing team! This is a unique opportunity to shape a social enterprise that merges technology and social good to address two critical issues – food waste and food insecurity.

**Responsibilities**

The Morris and Passaic Counties Outreach Coordinator will report to the Network Director. They will continue to establish and build a strong network of support in the Counties, recruiting and onboarding food donors and establishing relationships with/facilitating food deliveries to recipient agencies, while also supporting volunteer outreach and coordination. The Coordinator will work closely with the entire Table to Table staff, including VP of Operations, App Coordinator, Volunteer Manager, Director of Logistics, and marketing/communications team to achieve grant and program goals.

**Essential Duties**

**Community Recipient Agencies**

- Research 501c3 organizations based in Morris and Passaic Counties that provide food distributions/food services to populations in need, including persons/families experiencing homelessness, children, seniors, veterans, people with disabilities, and other at-risk populations
- Conduct outreach to agencies to understand food distributions/services and to gauge need for rescued, donated food
- Execute agency agreements, conduct site visits, and onboard recipient agencies using the I-Rescue App

**Food Donors**

- Research potential food donors in Morris and Passaic Counties, including supermarkets and grocers, farms and farmers markets, manufacturers, distributors and wholesalers, catering and banquet halls, and restaurants
- Conduct outreach to owners/managers of potential food donors to engage and inform them about Table to Table's mission and solicit their support

- Understand and educate potential food donors about the safety/health and legal protections of food rescue/food donations
- Execute food donor agreements and onboard food donors using I-Rescue App
- Using the App, match each food donation to appropriate recipient agency based on food type, quantity, and schedule
- Will on occasion complete rescues if unclaimed or first-time rescues to work out logistics

### **Volunteers & Community Engagement**

- Support Volunteer Manager in recruiting, onboarding, and training volunteers in Morris and Passaic Counties to conduct food rescues using the I-Rescue App
- Identify and participate in community events to promote the program and recruit volunteers, such as community service fairs, Morris and Passaic County Chamber events, and other key opportunities
- Work with Marketing Director and Content Specialist to recruit food donors, recipient agencies and volunteers in Morris and Passaic Counties.
- Work with Volunteer Manager to steward volunteers and support volunteer appreciation, including volunteer of the month, giveaways, etc.
- Develop relationships with stakeholders across Morris and Passaic Counties, including non-profits, universities and professional associations to promote Table to Table and the I-Rescue App
- Develop and maintain positive relationships with donors, recipients and volunteers

### **General**

- Meet regularly with App developers (Food Rescue Hero) and Operations Team to broaden food rescue community, share experiences, lessons learned, best practices and app enhancements.
- Meets monthly with Vice President of Operations in Operations Team Meeting to provide updates and discuss strategies, challenges and opportunities

### **Competencies**

- Strong customer service skills – in person, via telephone and written/digital communications
- Strong oral and written skills
- Highly organized, thorough and precise with record-keeping and data entry
- Ability to multi-task and adapt at time management
- Independent decision making

### **Physical Demands**

- Sitting/standing required. This position requires physical movement and occasional moderate to heavy lifting. Must be able to lift up to 50 lbs.

### **Job Requirements**

- High school or GED required; College degree preferred
- Minimum 2-3 years of relevant experience required – customer service, food service/food retail (front of house), and/or nonprofit
- Prior experience working in food service and/or nonprofit sector within Morris County or Passaic County, or other relevant experience in either county, is strongly preferred
- Valid New Jersey driver's license

### **Work Environment**

This position includes local travel within Morris and Passaic Counties to conduct outreach, site visits, food rescues and follow-up visits to food donors and agency partners as well as participation in community events. Occasional in-office meetings at our administrative headquarters in Saddle Brook, NJ will be required. Occasional evening/weekend work required for Table to Table events and other key events as requested by the VP of Operations.

### **Salary and Benefits**

Salary: \$53,000 annually.

Benefits include: medical insurance, pediatric dental insurance, 10 days paid vacation, paid holidays, 401k

Table to Table is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**