



JOB DESCRIPTION

Network Coordinator – Essex and Hudson Counties

Resumes accepted until the position is filled.

Please email jkinner@tabletotable.org with Network Coordinator - Essex and Hudson Counties in the subject line.

About Table to Table: Nearly 1.1 million of our neighbors in New Jersey are food insecure. Meanwhile, enough food for nearly 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 23 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, launched into Essex, Hudson and Passaic Counties in 2023, and in 2024 launched in Morris County. 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 Network Coordinator will report to the Network Director and will work with the Operations team to support successful operations of both truck rescues and the I-Rescue program in Essex and Hudson counties. They will 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 App Manager, Director of Logistics, Network Coordinator for Morris and Passaic Counties, Volunteer Manager, and marketing/communications team to achieve grant and annual program goals.

Essential Duties

Community Recipient Agencies

- Research 501c3 organizations based in Essex and Hudson 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.

Food Donors

- Research potential food donors in Essex and Hudson 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
- Execute food donor agreements and onboard donors with assistance from Director of Logistics
- 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

- Lead outreach and recruitment for new volunteers in Essex and Hudson 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, Essex or Hudson County Chamber events, and other key opportunities
- Work with Marketing Director and Digital Content Specialist to develop outreach strategies to recruit food donors, recipient agencies and volunteers in Essex and Hudson counties.
- In coordination with App Manager and Volunteer Manager, support volunteer stewardship and appreciation, including volunteer of the month, giveaways, local social events, etc.
- Develop relationships with stakeholders across Essex and Hudson Counties, including non-profits, universities and professional associations to promote all of Table to Table's programs, including 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 weekly with Network Director to provide updates and discuss strategies, challenges and opportunities
- Meets monthly with Vice President of Operations and Operations Team
- Any other duties and responsibilities as may be needed from time to time

Travel and in-person office presence

- Local travel required within Essex and Hudson 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 required at administrative headquarters in Saddle Brook, NJ.
- Occasional evening/weekend work required for Table to Table events and other key events as requested by the VP of Operations.

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.

Qualifications and Competencies

- 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 Essex or Hudson County, or other relevant experience, is strongly preferred
- Valid New Jersey driver's license
- 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 adept at time management
- Independent decision making

Salary and Benefits

Salary: \$53,000 annually. Benefits include: medical insurance; dental, vision, life and other insurance coverage options,, 10 days paid vacation, 6 paid holidays, 3 floating holidays; 401k

Equal Opportunity Employer

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 status, disability status, or any other protected characteristic.