



Position Title: Benevolent Box Specialist

Schedule: Part Time: up to 24 hours/week

Reports to: Director of Programs & Facilities

Supervises: Volunteers, Interns

Compensation: \$25.10 per hour

Organization Overview:

Bounty & Soul is an innovative, grass-roots, community-based organization working to advance food and health equity by giving everyone an opportunity to eat well, live healthy, and thrive. We provide consistent access to nourishing food, health & wellbeing education, and a supportive community. We are an energetic, passionate, and committed team made up of a small but mighty staff, more than 400 volunteers, 100+ community partners and key stakeholders that are dedicated to advancing our mission.

Equal Opportunity Employment:

Bounty & Soul is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants for employment and do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local laws. This commitment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, termination, and other terms and conditions of employment. Bounty & Soul also provides reasonable accommodations to qualified individuals with disabilities and sincerely held religious beliefs, in accordance with applicable laws.

Position Summary:

The Benevolence Box initiative is part of Bounty & Soul's Produce to the People™ program, whereby healthy food boxes are delivered to the homes of individuals and families who are unable to access regular community markets. This is a hands-on role that facilitates eligibility screening, onboarding and communication with participants, oversight of program logistics, and coordination and supervision of program volunteers. The Benevolent Box Specialist will continuously manage and improve the program's infrastructure, policies and procedures as well as build structures for long term sustainability of the program.

Duties & Responsibilities:

Administration

- Lead and serve as the primary point of contact for the Benevolent Box program
- Collaborate with the Produce to the People™ team to
- Develop cost models to sustain the project in collaboration with the leadership team
- Facilitate the intake process & ensure eligibility guidelines are adhered to for new BB

recipients

- Ensure program logistics are efficient and effective
- Maintain a simple enrollment and tracking system for all BB recipients
- Coordinate and inspire delivery volunteers, attending to their needs and logistics
- Provide programmatic direction to other Benevolent Box team members
- Manage delivery driver routes and tasks
- Facilitate check ins with participants, recording responses and making adjustments to preference lists with a frequency that matches programmatic and participant needs.
- Work collaboratively with partnering case managers to facilitate enrollment & check ins
- Provide weekly delivery report and monthly snapshot of participant and driver

participation

- Maintain appropriate confidentiality about participants' life circumstances
- Conduct oneself with professionalism, compassion, reliability, and respect

Volunteer Support & Food Distribution

- Collaborate with Volunteer Manager to ensure proper staffing levels for box packing and delivery as well as recruitment of new volunteers
- Ensure adequate and appropriate quantities and quality of food for distribution, working collaboratively with the Food Distribution Manager
- Work collaboratively with the Director of Food and Farms around food purchasing and sourcing
- Oversee and train volunteers to properly and safely handle all food through the storage, processing, packaging, food box production and distribution phases of operations
- Ensure quality control of food

Qualifications

- 2+ years of management and supervisory experience
- 2-5 years of professional experience in project management or community engagement
- Strong computer skills and data management skills
- Strong interpersonal and communication skills with ability to work with a diverse group of volunteers, interns, staff and community members
- Collaborative and teamwork mindset
- Strong organizational and time management skills
- Able to make decisions quickly and work collaboratively
- Ability to lift 35 lbs unassisted
- Flexibility with job duties and willingness to contribute to the needs of the organization as may arise.
- Ability to drive a van or small box truck and/or willingness to learn
- Clean driving record