



Who will feed the kids this weekend?

Job Title: Chapter Coordinator, Louisville Chapter

Location: Louisville, Kentucky

Position Type: Part time, Non-Exempt (20-25 hours a week)

Compensation: \$19.00 - \$22.00

Reports To: Managing Director, Louisville Chapter

BACKGROUND

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-age children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced meal program.

During the 2023-2024 school year, over 3 million bags of food were distributed to feed kids on the weekend across the country.

Blessings in a Backpack Louisville Chapter currently serves over 5,700 children at 42 program locations.

POSITION SUMMARY

This position works closely with the managing director to help lead the chapter's food logistics, school relationship management, and volunteer management efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The chapter coordinator ensures the chapter's daily programmatic and administrative tasks are completed to enable the Managing Director to maximize their time in external outreach for marketing, relationship building, and fund development.

KEY RESPONSIBILITIES:

Administrative Tasks

- Assist with advisory board meeting preparations, such as sending meeting requests, preparing meeting documents
- Prepare fundraising letters and other donor communications as needed
- Assist with coordinating donor stewardship efforts, such as thank you notes and calls
- Assist with social media
- Prepare quarterly chapter newsletter
- Help with other chapter-related activities as needed

Program Operations

- Working with the local volunteer team, partner locations, and national food solutions team, complete the necessary food forecasting and ordering process and ensure smooth weekly distribution of bags
- Work with the managing director to ensure food spend aligns with the budget and fund balances
- Develop and maintain strong relationships with schools and other distribution locations as needed
- Manage food inventory, coordinate bag fill events, including coordination with event volunteers, preparation of agreements and outlines, and transportation coordination

Volunteer Management

- Working with the national volunteer support services team, managing director, and advisory board, help develop and lead the implementation of volunteer recruitment and training of local volunteers as needed
- Recruit, train, and support local program volunteers and ad hoc volunteers for special events and specific tasks
- Ensure appropriate volunteer data collection and entry
- Manage volunteer sign-up site

BASIC QUALIFICATIONS

- High school diploma or equivalent
- Valid driver's license
- Strong written and verbal communication skills, including experience drafting professional correspondence (e.g., emails, letters, reports, and documents)
- Proficiency in Microsoft Office and meeting coordination
- Experience with financial budgets, data analysis, and interpreting reports to inform decisions
- Demonstrated ability to build and maintain effective working relationships across diverse teams and external partners
- Strong organizational skills, with the ability to manage multiple priorities and meet deadlines
- Flexible and solution-oriented in dynamic, fast-paced environments
- Commitment to accountability, data-informed decision-making, and achieving measurable outcomes
- Demonstrated commitment to principles of diversity, equity, inclusion, and confidentiality in the workplace
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment

PREFERRED QUALIFICATIONS (NOT REQUIRED):

- Canva or similar design tools
- Constant Contact or other email marketing platforms

PHYSICAL REQUIREMENT

- Ability to lift and carry up to 30 pounds
- Prolonged periods of sitting at a desk and working on a computer.
- The ability to communicate with colleagues, partners, and clients via phone, video call, and email.

WORK ENVIRONMENT

This position may be hybrid or fully remote, depending on the candidate's location. Occasional travel will be required for team meetings, training, and organizational events. **Candidates should also be prepared to work occasional early mornings, late evenings, or weekends as needed.**

BENEFITS

Benefits are not offered with this part-time position.

APPLY NOW: JOIN OUR TEAM AT BLESSINGS IN A BACKPACK

We'd love to hear from you! Please send your cover letter and resume to:
kimholsclaw@blessingsinabackpack.org

EQUAL OPPORTUNITY EMPLOYER

Blessings in a Backpack is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender identity (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, marital status, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, predisposing genetic characteristic, domestic violence victim status, or any other status protected by applicable federal, state, or local laws.

Blessings in a Backpack is committed to providing reasonable accommodation to individuals with disabilities. If you need reasonable accommodation because of a disability for any part of the recruitment process, please email HR at: HR@blessingsinabackpack.org