



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 [foodbankcny.org](http://foodbankcny.org)

## Agency Relations Coordinator

### Position Summary:

The Agency Relations Coordinator is responsible to help develop, improve, and implement partner agency related services.

### Qualifications:

The individual should have basic management skills including planning, scheduling, and organizing; strong customer relations skills; willingness and ability to successfully complete food safety certification training; ability to work with people of diverse ages, socio-economic status, and ethnic heritage; strong writing and oral communication skills; demonstrated ability to use good judgment and work independently; moderate computer skills; valid NYS driver's license, clean driving record, and dependable transportation. Required education: Individual should have a Bachelor's degree.

### Essential Functions:

The Agency Relations Coordinator responsibilities will include:

- Work with other Food Bank departments to promote and increase participation in Food Bank programs at partner agencies
- Identify and implement new and innovative methods for addressing food insecurity within certain communities or population groups
- Implement trainings, on-site interviews, and technical start-up assistance to identify and register new partner agencies
- Develop presentations to educate and inform partner agencies of policies, procedures and resources
- Implement site monitoring of Food Bank partner agency services and programs
- Conduct timely on-site visits to ensure compliance with all standards and procedures established by all regulatory bodies
- Create a monthly schedule outlining upcoming and scheduled visits

Salary: \$30,000 - \$32,000/year

Send resume and cover letter to:

Food Bank of Central New York  
Attn: Human Resources  
7066 Interstate Island Road  
Syracuse NY, 13209

OR: [hr@foodbankcny.org](mailto:hr@foodbankcny.org)