



ISLAND HARVEST has the following exciting position available:

FOOD PROCUREMENT COORDINATOR

Island Harvest is seeking a full-time Food Procurement Coordinator who is highly motivated by Island Harvest's mission and goal to rescue and deliver 11 million pounds of food in 2018. The main job function will be to independently, manage data analysis and integrity to help shape the organization's food sourcing strategy. The candidate will take ownership of a complex reforecast and annual budget process. The candidate will also assist in finding new sources of excess food regionally and provide overlapping coverage for inbound freight scheduling and work with third-party trucking carriers.

Responsibilities include

Donor stewardship: Develop and cull food donor relationships from across the entire supply chain (Feeding America, inter-member food banks within the network, farmers, wholesalers, produce brokers, distributors and manufacturers) in an effort to meet poundage goals.

Procurement & Logistics: Supports the procurement and logistics of 80% of total departmental pounds with our outside logistic company, including cost negotiations, program fulfillment and freight arrangements.

Purchasing - Collaborate with the Programs department and inventory control to develop metrics for gauging inventory level needs and then maintaining those levels throughout the year for all programs. Take the lead in creating ways to manage hard to move or slow-moving stock with Logistics & Agency Relations. Collaborate with the Nutritionist and Programs Dept. to ensure clarity of the specifications and expectations of the company's nutrition and purchasing expectations.

The ideal candidate should have the following:

- 2+ years of Food and Beverage purchasing, data gathering/analysis or supply chain management.
- Excellent Excel skills required.
- Ability to work independently in a fast-paced environment with skills to set priorities and make time-bound decisions
- Adaptability to small team environment where transparency, communication and teamwork are essential



- Ability to use multiple software platforms a plus (including Microsoft Office Suite, Donor Perfect, Primarius)
- Availability requirements: Weekdays, 9am to 5pm. Some night and weekend work as necessary
- Analytical Skills: to determine the best deals for the company and to evaluate the many pros and cons, based on price, quality, speed of delivery and other factors.
- Decision-Making Skills: to use the information gathered by yourself to make decisions on behalf of the company.
- Math Skills: Basic math skills are needed to analyze prices and get the best deals possible.
- Negotiating Skills: will be working with suppliers to create the best deals. Negotiating skills will help create those deals.

To be considered for this position please submit your resume, cover letter and salary requirements to resumes@islandharvest.org. Submissions without salary requirements will not be considered. No phone calls or walk-in, please. No relocation expenses.

ISLAND HARVEST IS AN EQUAL OPPORTUNITY EMPLOYER

About Island Harvest: Island Harvest serves as the bridge between those who have surplus food and those who need it, supplying 500 community-based nonprofit organizations on Long Island with critical food support to help stem the advancing tide of hunger in our communities. Island Harvest is a member of Feeding America, the largest hunger-relief organization in the country. In support of our mission to end hunger and reduce food waste on Long Island, Island Harvest is actively involved in educational and hunger awareness programs to inform the public about the insidious, but often unrecognized, problem of hunger here, in one of the wealthiest regions of the country, and how individuals, businesses, schools and commercial food establishments can make a difference.