



Job Description
Job Title: Director of Schools
and Community Outreach

MAIN FUNCTION: The Director of Schools and Community Outreach will support the Volunteers & Community Outreach team. This role will report directly to the Assistant Vice President, Volunteers & Community Outreach, and is located in the Hillside office.

POSITION RESPONSIBILITIES: In this role, you will engage students at the elementary, middle, secondary and college levels through a comprehensive program of volunteering and hands-on programs and events through which they will learn about the issues of hunger and work to raise awareness, food and funds for the Community FoodBank of New Jersey.

You will:

- Develop, maintain and grow these relationships for the FoodBank.
- Conduct site visits in order to represent the FoodBank.
- Recruit new volunteers for student programs and supervise a part-time support staff position.

In addition, you will participate in planning and implementing fundraising and awareness events associated with Hunger Action Month; establish relationships with area schools; develop a curriculum to instruct students on hunger issues; and serve as primary speaker, representing the FoodBank in schools as needed.

ESSENTIAL SKILLS AND EXPERIENCE:

- Some travel required (throughout the state.)
- Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly.
- Experience in nonprofit preferred.

EDUCATION: Bachelor's degree in education or related field.