



Site Operations Coordinator

The Hunger Network of Greater Cleveland, a non-profit organization that strives to reduce hunger and improve health across Cuyahoga County, seeks a full-time, grant-funded **Site Operations Coordinator** to assist our hunger relief efforts. The Hunger Network supports 73 hunger centers across the county, providing nearly 4 million meals side-by-side with health services each year. We are looking for a motivated person who will assist with site operations and compliance, collect data, turn data into information, information into insight, and insight into decisions. Position reports to Site Operations and Compliance Director.

KEY ROLES (Essential Job Responsibilities):

Operations and Compliance

1. Assists Site Operations and Compliance Director in providing support and oversight for hunger center managers.
2. Completes assigned site visit schedule and suggests improvements to the site visit form as needed.
3. Designs and prepares correction documents for assigned site visits.
4. Works with all staff to coordinate regular hunger center manager meetings including dates, locations, attendance, and meeting minutes.
5. Organizes and implements Holiday Meal Initiative.

Data

1. Analyzes site visit information as needed.
2. Helps improve data collection, analysis, tracking systems, and reports.
3. Ensures completion of all regular data collection from sites, e.g. monthly stat reports.
4. Completes the USDA pound report on a monthly basis.

Board of Trustees

1. Supports and serves as staff liaison to the Trustee Site Operations Committee.

General

1. Supports and participates in special events as required.
2. Serves as staff expert on Excel and other data analysis strategies.

SKILLS/KNOWLEDGE QUALIFICATIONS

- Associate or Bachelor's degree in public health, business administration, or related field
- 3-5 years of experience in relevant work environment
- Knowledge of the practices of non-profit organizations

COMPETENCIES

- Strong command of all Microsoft Office Applications.
- Knowledge of SharePoint; QuickBooks; Tableau; or similar systems
- Excellent verbal and written communication skills.
- Strong problem-solving skills.
- Ability to work with minimal supervision.

- Ability to work both independently and in a team environment.

OTHER

- Some evenings and weekends
- Reliable transportation, valid drivers' license, and automobile insurance
- Background check

Starting salary in the low \$40s based upon experience. Send cover letter and resume to careers@hungernetwork.org