

# Advertisement - Position Vacancy

## Community Support Coordinator



July 2022

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The Community Support Coordinator assists Foodbank Victoria's Food Programs and Partnerships team to get the right food, to the right people, at the right time. Use your data entry, invoicing and customer service skills to deliver food to the Victorian community.

### Why Foodbank

We have been putting meals on the table for vulnerable Victorians since 1930; meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free healthy food is also growing at a fast rate. From our 23-metre mobile supermarket bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

### What you'll do:

- Maintain our databases so we know who our customers are, and where we are delivering food.
- Assist our community partners including schools and charities, to order food to support their programs.
- Act as communication link between our internal departments to ensure seamless delivery of stock into programs and partners.
- Use data provided by the team analyst to review our stock position and prioritise access to support equitable distribution across the state.
- Work with the demand planner to identify stock use and limit wastage.

### About you:

- You're a team player who thrives supporting a busy team in a dynamic environment.
- You have experience ideally in the fresh food or FMCG industry.
- You are super organised, whether its spreadsheets, to do lists or reminders - you get things done!
- You love to build strong relationships and work closely with lots of different teams.
- You understand the need for accurate data and have a keen eye for details, especially when completing data entry.
- You love working with Excel and finding ways to use it to improve efficiently.
- You have worked with Salesforce and Pronto or other similar programs
- You share our passion for our vision of healthy food for all
- You live and breathe our values of empowerment, accountability, integrity and respect.

### We can offer you:

- Permanent full-time position
- Access to salary packaging benefits to increase your take home pay
- An organisation focused on employee wellbeing
- Engaging and social team culture

### Keen to apply? Tell us why!

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter telling us why this is the role for you.
- Contact Tracey Stewart on 03 9362 8399 for any questions.
- We review applications as they're received, so don't delay. Early applications will be prioritised.