



Title: Delivery Program Coordinator **Status:** FT, 1 year, longer w/ funding
Reports to: Executive Director **Salary:** \$16-\$19 hourly/DOQ

The Delivery Program Coordinator is responsible for planning and coordinating delivery activities to ensure accurate and timely deliveries to clients. Deliveries mainly consist of food, including produce from the farm and prepared meals. This individual will work with community members, partners and the DWH team to support efforts across multiple programs, meeting several grant objectives, maintaining expenses according to budget, evaluation of program activities, and may support grant reporting efforts.

Responsibilities & Expectations:

Be part of the Dream of Wild Health community

- Attend team trainings and weekly team meetings
- Communicate regularly with team and provide regular program updates
- Build positive relationships with clients, partners, chefs and other external parties
- Adopt and uphold the DWH Healthy Food Policy at all times
- Support DWH programs and community event efforts as needed

Coordinate and lead delivery activities for DWH

- Plan and coordinate deliveries across multiple programs, including route development
- Work with DWH team and community partners to ensure successful product delivery
- Provide outstanding services and ensure client satisfaction
- Load and unload deliveries, and ensure packages are transported and stored properly

Fulfill administrative duties associated with the job

- Maintain expenses according to budget
- Respond to delivery related inquiries via email and phone
- Notify clients about any delivery delays or changes in advance
- Coordinate surveys for evaluation and assist in reporting activities

Assist in coordination of program activities/events and other duties as assigned

Qualifications:

- Some education with 2+ years experience
- Experience with food delivery and customer service
- Ensure that programs are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff, partners and clients
- Experience working with Native American community (must have basic cultural understanding)

Must pass a criminal background check; have an insured vehicle; ability to perform activities associated with deliveries, including heavy lifting and carrying; standing and sitting for extended periods of time; and flexibility to work occasional evenings or weekends, and drive to and from the Hugo farm and in the Twin Cities area.

To Apply: Submit cover letter and resume to Bryan at Bryan@dreamofwildhealth.org. Open until filled.