



## **Transportation and Logistics Coordinator VISTA Position Description**

**Sponsoring Organization: Association of Arizona Food Banks**  
**Project Name: Transportation and Logistics Coordinator VISTA**  
**Site Name: St. Mary's Food Bank Alliance (Phoenix, AZ)**  
**Primary Focus Area: Food Security – Healthy Futures**

### **Project goals and position description**

We are an amazing organization with an awe-inspiring mission and awesome people. St. Mary's Food Bank is the oldest and one of the biggest food banks in the country. Our mission is to feed people. We feed millions of Arizonans with the help of our statewide agency partner network. We employ awesome people who are motivated by enhancing people's lives and making our community a better place to live. We are looking for a Logistics Coordinator on our Transportation team. The Transportation and Logistics Coordinator VISTA will help expand food distribution programs and increase food access to individuals, families, children and seniors in key Arizona communities by assisting department management in identifying areas where SMFBA can improve transportation operations and create and refine tools to increase operational efficiency and address unique transportation challenges. This project is a great opportunity for someone who is interested in logistics or just wants to learn more about operations in a non-profit organization. If you would love to work with a team of awesome people at a place with an awe-inspiring mission...this is the perfect placement for you.

### **Responsibilities**

- Create, implement and evaluate scheduling tools
- Create, implement and evaluate routing tools
- Identify, create, implement and evaluate business processes and procedures
- Document standard operating procedures
- Create Driver training tools
- Create and/or evaluate reporting and data analysis tools
- Scheduling donations and food drive pick-ups
- Running daily, weekly and monthly reports including mileage and engine hours
- Assess current technology capabilities and current functionality usage
- Provide quality assurance of all data integrity
- Assist in evaluating Key Performance Indicators for department
- Develop relationships and collaborative efforts with agencies to maximize partnerships
- Review outcomes from system implementation and training activities, draft report and recommendations for addressing ongoing training and system functionality usage

### **Expected skills and qualifications of AmeriCorps VISTA members**

- Associate degree, Bachelor's preferred
  - Demonstrated customer service skills
  - Strong organizational skills
  - Good problem-solving skills
  - Excellent written, verbal speaking skills
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- Basic knowledge of Microsoft Office products: Outlook, Word, Excel, PowerPoint
- Able to travel as needed including to remote areas of the state; a company fleet vehicle is provided, and all travel expenses will be covered by St. Mary's.
- Bi-lingual preferred

### **Benefits for VISTA members**

- ▶ Choice of Education Award or End of Service Stipend upon successful completion of service
- ▶ Living stipend
- ▶ 10 Personal Days and 10 sick days
- ▶ Health coverage\*
- ▶ Relocation allowance
- ▶ Student loan forbearance and deferment if eligible
- ▶ Childcare assistance if eligible
- ▶ Professional Development Training with partner organizations
- ▶ One year of non-competitive eligibility for federal government positions upon completion of service
- ▶ Food assistance
- ▶ Trainings and professional development opportunities

### **Requirements to serve as a VISTA member**

- ▶ Must be 18 years of age
- ▶ US citizen, national, or legal resident
- ▶ Successfully complete a criminal background check
- ▶ Valid Driver's License

### **How to Apply**

- ▶ Apply through the MyAmeriCorps Portal:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=90793&fromSearch=true>
- ▶ Contact email: [alexander@azfoodbanks.org](mailto:alexander@azfoodbanks.org)