



Job Title: Operations Coordinator

Supervisor: Program Director

Location: The Food Group Headquarters, Sheridan, WY

Position Summary

The Food Group is seeking a diligent, collaborative, organized, and personable team member to serve as Operations Coordinator. This role works directly with staff, volunteers, and community partners to support the day-to-day operations of our food access programs. The Operations Coordinator leads volunteer coordination, community outreach, and warehouse logistics while supporting program delivery across all initiatives. This position reports directly to the Program Director.

Hours & Compensation

- 30 hours per week
- Some evenings and weekends required
- \$23.50/hour
- Non-benefited
- Eligible for some reimbursements and professional development opportunities

Essential Functions

Volunteer Coordination

- Recruit, onboard, schedule, and communicate with volunteers
- Lead and instruct volunteers and visitors during operational hours
- Develop new volunteer roles and enhance engagement opportunities
- Ensure volunteer appreciation (including SCSD#1 & #2 bus drivers, off-site and on-site volunteers)

Community Outreach & Communications

- Create and manage social media content (Facebook, Instagram, Canva)
- Update and maintain website in collaboration with the Food Group team and designer
- Assist with donor communications and fundraising tools (WyoGives, eTapestry)
- Represent The Food Group at community events, meetings, and partner functions

Warehouse Operations

- Receive and organize food deliveries
- Maintain clean, efficient storage and inventory systems

Data & Inventory Management

- Manage the inventory control system- SORTLY

- Perform monthly program data reports

Program Support

Lead small groups of volunteers in food packing, sorting, and distribution for the following:

- Weekend Food Bags (WFB)
 - Assist with menu planning, ordering, packing schedules, and deliveries
 - Suggest improvements and maintain school-year and summer delivery timelines
- Little Free Pantries
 - Ensure pantries are filled and maintained; support volunteers; monitor inventory
 - Assist with user feedback, partner development, and sponsorship outreach
 - Assign volunteers and support pantry operations as directed
- Teen Pantry (TP)
- Monthly Home Delivery
 - Assist with packing, delivery coordination, and pre-delivery preparations
 - Reading Enrichment (Literacy Project) – Seasonal (Winter/Spring)
 - Support the Program Director in program planning and delivery

Organizational Expectations

All staff at The Food Group are expected to:

- Carry out and promote The Food Group's mission and core values in all aspects of their work
 - Represent the organization professionally and positively in the community
 - Serve as a positive role model when working with volunteers, partners, and the public
 - Communicate clearly, consistently, and respectfully with team members
 - Maintain sensitivity to issues of poverty and the diverse experiences of those we serve
 - Handle all sensitive or confidential information with professionalism
 - Attend weekly team huddles and monthly staff meetings
 - Collaborate across roles and cross-train on organizational tasks as needed
- Support fundraising efforts, community events, and board-related functions as requested

Job Requirements- Minimum expectations

Skills & Abilities

- Strong leadership and team-building skills
- Ability to adapt to changing priorities and meet deadlines
- Excellent organizational and multitasking abilities
- Clear, confident communication (verbal and written)
- Ability to problem-solve and work independently
- Comfort working in diverse, dynamic environments with community members of all ages

Technical Requirements

- Competence in Microsoft Office, Excel, Google Drive
- Familiarity with social media platforms and basic graphic tools (e.g., Canva)
- Experience with inventory management systems (e.g., SORTLY) a plus
- Website and data entry experience preferred

Education & Experience

- Bachelor's or associate's degree OR 3–5 years of relevant experience
- Public speaking or outreach experience a plus
- Nonprofit or program coordination experience preferred

Additional Requirements

- Use of personal phone
- Valid driver's license and reliable transportation
- Ability to lift up to 40 pounds
- Must pass a criminal background check

To Apply

Qualified candidates please apply through the quick apply link, or email a letter of interest and resume jenny@foodgroupwy.org.

Job applications will be reviewed until the position is filled. For questions regarding the position please contact Jenny Tribley at The Food Group at (307)763-0850

To learn more about The Food Group of Sheridan please go to foodgroupwy.org.

Mission: Seeking to alleviate childhood hunger in Sheridan County, WY by providing nourishment to children.