

JOB OPENING: IT Projects Coordinator



Location: Grand Rapids

Requirements: Candidates with have a commitment to the mission of the organization. Education and related experience demonstrating skills in project management, information systems and critical analysis mindful of issues related to diversity, equity, inclusion and justice are highly desired. Given the focus of the position, they should possess curiosity and ambition in asking questions and finding answers with a familiarity with basic programming and data analysis as well as ERP, CRM, and other management software. Sound oral and written communication skills and the analytical ability to evaluate and judge systems and their uses are tantamount.

Responsibilities: The IT projects coordinator will gather information on technology tools critical to executing the food bank's mission. They will advise leaders on a technology strategy including current and future systems while coordinating the work of third-party vendors and consultants. They will provide technical support to staff. The workday will be primarily on-site at the food bank's warehouse in Comstock Park, Michigan and at branch and office locations.

Job Type: Full-time

Schedule: Monday-Friday, 8:30-4:30; some evenings and weekends

Pay: \$18-20/hour contingent on experience

Benefits:

- 403b matching
- Company-provided life insurance and short/long term disability
- Paid vacation and holidays
- Access to affordable family health and/or dental insurance plan
- Gym membership reimbursement (up to \$20/month)

How to apply: Please submit a cover letter and resume to JosephJ@FeedWM.org. Review of applications will start on May 2 and continue until the position is filled.

It is the policy of Feeding America West Michigan to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. The food bank will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.