



# Event/Operations Supervisor (aka MobilePack Supervisor)

*Full-time Position – Eagan, MN*

## Function:

The incumbent will work closely with staff to coordinate planning, materials procurement, logistics, and coordination of activities necessary for effective MobilePack operations. The incumbent will also facilitate the preparation, execution, and conclusion of MobilePack events.

*\*Please note: This position will require travel to events around the United States to supervise Feed My Starving Children's (FMSC) MobilePack operations, Team Leaders and volunteer groups. Approximate travel commitment is 12-15 days per month (including weekends).*

## Primary Duties and Responsibilities:

- Hire, train, supervise and manage performance of MobilePack Team Leaders.
- Plan event logistics and do site visits as necessary.
- Maintain close communication with Event Planner to ensure event success, including, but not limited to FMSC staff scheduling, travel arrangements, trucking arrangements, & correspondence between FMSC & event host.
- Communicate scheduling, shipping, and operational needs to appropriate staff.
- Provide leadership and staff supervision at assigned MobilePack events.
- Perform all aspects of Team Leader duties at events as necessary.
  - Communicate the FMSC story, mission, and needs to volunteer groups; solicit their support by way of donations, merchandise purchase, and prayer.
  - Orient volunteers and train them on the process of packaging food product, including food safety & food quality procedures.
  - Monitor packaging cells, including proper packaging, weighing, sealing, and boxing of food product; ensure adherence to FMSC safety and food quality policies and procedures.
  - Lead a brief Christian prayer, inviting volunteers to pray over the packaged food.
  - Oversee & delegate the clean-up of packaging area & preparation of food product containers & packaging materials for next volunteer group. Maintain a clean volunteering, packaging, & warehousing environment.
- Compile required production and inventory reports.
- Attend scheduled meetings.
- Perform other duties as assigned.

## Required Experience and Qualifications:

- Commitment to support and promote FMSC's Christian mission and goals.
- Bachelor's Degree and at least one year of supervisory experience.
- Willingness and ability to travel 12-15 days per month and work evenings and weekends as necessary.
- Computer proficiency with Microsoft Office.
- Strong leadership, interpersonal and communication skills; ability to effectively communicate information and directions to staff and large groups, and positively motivate a team towards a goal.
- Assertiveness and ability to coordinate, delegate and troubleshoot.
- Excellent organizational skills with a high degree of detail, accuracy and follow-up.
- Ability to actively identify, analyze and solve problems.
- Ability to perform independently and responsibly, using good judgment and discretion.
- Ability to respectfully communicate and work with diverse community groups; groups vary in age, religion, denomination, ethnicity, ability level, etc.
- Able to stand for long periods of time and use a variety of motor skills including pushing and pulling, repeatedly lifting up to 50 pounds, bending, twisting, fine manual dexterity, etc.
- Ability to operate a forklift and/or hand jack preferred, but not required. Training will be provided.

**Supervisor:** Reports to MobilePack Operations Manager.

**Schedule:** Salaried position – work schedule varies. Will travel to assigned MobilePack events (approximately three events per month). Base office is Eagan, MN.

**To Apply:** Email a cover letter and resume to [hr@fmsc.org](mailto:hr@fmsc.org) by Tuesday, January 31<sup>st</sup>, 2012. Please note "MobilePack Supervisor - MN" & your first & last name in the email subject line.