

Job Title: Regional Mexico Logistics Coordinator
Status: Full Time, Exempt; Benefits Eligible; Grant Funded
Reports to: Sr. Sourcing Manager

Position Description

The Regional Mexico Logistics Coordinator (RMLC) will join a dynamic collaboration that aims to build relationships and processes through partnerships in the US and Mexico with the goal of sourcing more nutritious produce donations to support individuals facing food insecurity in both countries. This individual will support in building this innovative program with a large, diverse group of individuals. The RMLC will work closely with partners in other import states and key partners in Mexico to manage logistics and offering processes for produce donations. With a high level of organization and relationship building skills, a successful RMLC will be able to support building processes that allow for effortless sharing across the border, providing an outlet for excess donations offered through BAMX, their member food banks and donors.

Key Skills, Knowledge and Abilities:

- A strong commitment to the AzFBN vision and mission and the overall Southwest Boundless Collaboration Project (SWBC).
- Self-starter who plans, organizes, and executes tasks with minimal supervision.
- Ability to work collaboratively across diverse functional teams while maintaining positive relationships.
- Strong oral and written communication skills and professional demeanor with ability to positively represent AzFBN to external audiences and the public.
- Ability to think strategically and to resolve problems.
- Strong organizational and negotiating skills.
- Excellent time management skills and long-range planning abilities.
- Computer literacy and data entry skills; experience with Excel and product tracking software preferred.
- Understanding of both the commercial and charitable produce supply chains on both sides of the border.
- Ability to gather information from a variety of sources, plan, organize and effectively present concepts and recommendations to groups.
- Desire to work in a changing environment that supports program growth.
- Ability to work with a customer/donor focus.

Primary Responsibilities:

- Build partnerships with the produce industry and other food channels (including local, international foods producers).
- Build partnership with US and Mexico Food Banks, Cooperatives, and National Offices.
- Build processes for food sharing in an ethical and equitable way, with a focus on meeting the diverse needs of food banks.

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- Support in food sourcing strategy development to ensure the project is sourcing as much no/low cost produce as possible.
- Embody (and educate others) the objectives of social responsibility and food sourcing.
- Manage logistics and offering of available product with timeliness and effective customer service.
- Manage orders to include accurate tracking of loads, costs, destinations, including Invoice review and submission.
- Participate in international produce rescue pilot project meetings with BAMX national and local counterparts, moving along the timeline of activities and volunteering for project tasks.
- Develop processes with BAMX national, local sourcers, and exporting donors to facilitate international produce rescue.
- Organize and attend learning tours to other US partners to coordinate logistics processes with other SWBC cooperatives.
- Attend international produce expos with the goal of developing relationships with potential donors in Mexico.
- Create protocols to ensure that receiving US food banks of Mexican produce comply with donor requests for receipts and reports.
- Other duties as assigned.

Minimum Qualifications for Education, Training and Experience:

- Minimum of 5 years of experience in the fresh produce industry with preference for sourcing, procurement and/or distribution experience; experience working in the international importing preferred.
- Fluent in written and oral English and Spanish.
- For insurance purposes, must be at least 21 years of age; possess a current and valid Driver License and a safe driving record and reliable personal vehicle.
- Knowledge of food safety and proper food storage and handling techniques preferred.
- Ability to work occasionally outside of regular office hours and on weekends during peak produce season.
- Ability to travel to Mexico for conferences, partner visits and strategic planning as needed.

Additional Preferred Qualifications:

- Bachelor's degree or equivalent work experience
- Previous experience in food bank sourcing or logistics.
- Experience in business/account sales development and management.

Salary Range: \$55,000-\$60,000 depending upon experience and qualifications.