

## Volunteer Position Description School Outreach Ambassador



Greater Cleveland  
Food Bank

**Purpose:** The School Outreach Ambassador will assist the External Affairs Department with their initiative to build deeper, broader, and stronger relationships between the Food Bank and local schools.

### Key Responsibilities:

- Developing a database of contacts at schools in Cuyahoga County
- Initiating contact by phone with appropriate staff at each school
- Conducting exploratory meetings/calls with school contacts to identify partnership and engagement opportunities
- Keeping accurate records of opportunities and reporting back to the Food Bank on the next steps
- Collaborate with Food Bank staff on executional details for volunteer sessions, classroom presentations, fundraisers, etc.
- Other functions as appropriate

### Qualifications:

- Candidates may have experience in areas such as education or call centers.
- Comfortable speaking with people over the phone
- Ability to take detailed notes on the conversations held over the phone
- Outgoing

**Time Commitment:** Flexible schedule; the volunteer will be able to schedule meetings and phone calls with Food Bank staff and school representatives as their schedule permits.

**Support:** The School Outreach Ambassador will be guided through the process by the Volunteer Experience team and/or other dedicated volunteers. Goals and results will be regularly communicated with the volunteer.

**Dress Code:** Everyday

**Responsible To:** Matt Jackson, Volunteer Experience Manager

To learn more or to express interest in the role, please contact Matt Jackson via email ([mjackson@clevelandfoodbank.org](mailto:mjackson@clevelandfoodbank.org)) or phone (216-738-2069) at your convenience.

**The Greater Cleveland Food Bank works to ensure that everyone in our communities has the nutritious food that they need every day.**