

Share the Pie Coordinator
Alliance Medical Ministry (AMM) and StepUp Ministry (SUM)

Overview

Share the Pie builds stable families through employment and access to healthcare. The mission is accomplished through a partnership between StepUp Ministry and Alliance Medical Ministry.

Founded in 2015, Share the Pie recruits 2,500 pies from the Triangle's most generous bakers. Pies are sold via a network of dedicated and passionate volunteer pie sellers to the Raleigh community to enjoy on Thanksgiving.

In 2017, Share the Pie raised \$78,000, putting 50 people back to work and providing them access to primary healthcare.

The Share the Pie Coordinator is responsible for the execution, expansion, and development of the annual Share the Pie event that supports AMM and SUM.

Essential Functions

- Steward 100 local bakers
- Recruit 2,500 pies
- Execute the sale and fulfillment of 2,500 pies to local buyers
- Manage volunteer leaders overseeing pie sellers, event logistics, and event volunteers
- Ensure clear communication of the mission and vision of Share the Pie to the community and all key constituents

Regularly report to and work alongside AMM and SUM development staff

Build and oversee a Share the Pie Volunteer Committee to include sub-committees such as:

- Information Technology
- Marketing and Communications
- Pie Seller
- Baker
- Logistics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A strong passion for and commitment to the organization's mission, goals and accomplishments

- Strong written and oral communications skills
- Intermediate Microsoft Office Suite and Google skills
- Intermediate technical skills and willingness to learn new software programs and applications
- Exceptional attention to detail
- Ability to respond to unexpected opportunities or problems
- Ability to work with staff, donors, and volunteers
- Ability to establish and maintain excellent working relationships with supervisors and co-workers
- Self-directed
- Proven track record of managing large groups of volunteers and events

Must LOVE PIE.

Schedule:

10 hours a week: April, May

20 hours a week: June, July, August

40 hours a week: September, October, November

20 hours: December

This is a contract position.

Compensation commensurate with experience.

Please send resume and cover letter to Mary Allison Raper at mraper@stepupministry.org by March 1, 2018.