



2012 Governor's State Employees Food Drive

Agency Coordinator Position Description



One or more Agency Coordinators are appointed for each state agency to carry out the following functions in support of the 2012 statewide goal to collect the equivalent of 4 million pounds of food:

- Attend the Agency Coordinator Orientation.
- Set agency goal and motivate employees to exceed agency's food drive goal by use of e-mail, newsletters, staff meetings, and other promotional strategies. Provide ideas, encouragement, and recognition to encourage full participation.
- Serve as primary point of communication with agency employees for information, questions, and progress reporting.
- Serve as primary point of communication with the Team Leader assigned to the agency for information and questions.
- Serve as a primary point of communication for the agency Site/Office Coordinators and encourage their participation.
- Responsible for collecting site/offices' final donation results and including those totals in the final Agency Report due to the Team Leader at the end of the food drive.

If you have any questions, please contact your Team Leader or refer to our Web site at www.oregon.gov/fooddrive.