



# GOVERNOR'S STATE EMPLOYEES FOOD DRIVE

**OREGON**  
**FOOD BANK**  
**NETWORK**

## Agency and University Coordinator Position Description

For the annual Food Drive:

- Majority of donations will be collected via **Payroll Deduction, credit card or check**
- Arranging food and cash donations will be dependent on agency guidelines and resources

One or more coordinators for each state agency will carry out the following functions:

- Attend the virtual or in-person orientation session.
- Act as a liaison between agency employees and the Statewide Planning Committee.
- Respond to questions from agency employees.
- Motivate agency employees to donate. The Planning Committee will share template emails for agency coordinators to use when communicating with employees.
- Provide ideas, encouragement, and recognition to agency employees to stimulate full participation.
- Participate in a closing ceremony.