

BE A HUNGER HERO 🍲
BE A SUPERSTAR ★

DIGITAL ENGAGEMENT & EVENT COORDINATOR

*Join a team where
your day job doubles
as your good deed.* 😊

[EXTRATABLE.ORG/JOBS](https://extratable.org/jobs)

THREE

OUR MISSION

FOUR

HISTORY. SOLUTION. PROMISE.

FIVE

JOB DESCRIPTION

SIX

SUPER POWERS

EIGHT

THE DETAILS
YOUR DAILY MISSION

NINE

OUR FOUNDER

TEN

PHYSICAL AND TRAVEL
HOW TO APPLY

Extra Table has experienced 174% growth in the last 6 years.



TABLE OF CONTENTS



Our Mission

Extra Table FEEDS was founded by chef and restaurateur Robert St. John in 2009. We are a statewide nonprofit food bank, receiving ZERO federal funds. We are dedicated to fighting food insecurity by fundraising to purchase and deliver nutritious, shelf-stable food to our pantry and soup kitchen partners across the state.

Celebrating our 16th year, Extra Table FEEDS continues to deliver on our promise: every plate tells the story of hope, nourishment, and community.

OUR HISTORY.

In 2009, Restaurateur Robert St. John received a call from the Edwards Street Fellowship Center in Hattiesburg, Mississippi. Simply put, they had run out of food. Being a 30-year veteran of the restaurant industry, he figured the fastest, easiest way to get food to the pantry would be to call his Sysco sales representative, place an order, and have the truck drop-ship the order at the agency's doorstep the next day. Robert put together an order and had it shipped to the pantry just in time to make sure that the clients who were depending on Edwards Street to feed their families got the food they so desperately needed. Afterward, Robert wondered if other agencies throughout Mississippi were having similar problems. He found that there were a host of organizations throughout the state who had the same need and decided to approach Sysco to pose a question: "What if every business and home had an extra table where they could feed those in need? What would that look like?" Sysco loved the idea, and Extra Table was born. Today, Extra Table works with 66 food pantry and soup kitchen partners across 56 counties to provide healthy food to those in need.

OUR SOLUTION.

Extra Table operated for 10 years with Sysco as their sole provider of food and delivery mechanism. In the face of Covid-19, with the cost of food skyrocketing and retail sized cans scarce, Extra Table had to re-evaluate purchasing and distribution methods. We knew we needed more control over purchasing and delivery in order to have a constant supply of nutritious food on the road to pantries. As of April 2020 and for the first time in Extra Table's history, we were buying by the truckload and warehousing food in order to meet the demand and stay true to our mission. CHOW joined the Extra Table team as our food broker, and close partner, handling all of our purchasing, logistics, delivery and warehousing needs.

OUR PROMISE.

Robert founded Extra Table based on two promises.

1. Extra Table uses 100% of public donations to purchase food.
2. Our foods will always be nutritious.

With these promises, you can be assured about your investment in food products through Extra Table. Feeding the hungry is our primary and ongoing focus and we are doing that by insuring that 100% of your donation actually feeds people. Donations can also be directed to specific locations should you want to provide food for your community non-profit soup kitchen or food pantry.



52% of the 1.2 million households in the state of Mississippi are Alice (asset limited, income constrained, employed)

DIGITAL ENGAGEMENT & EVENT COORDINATOR

(AKA THE HYPE MACHINE WITH HEART)

ARE YOU PART STORYTELLER, PART SOCIAL MEDIA STRATEGIST, PART EVENT-PLANNING PRO? THIS ROLE IS FOR SOMEONE WHO CAN CRAFT THUMB-STOPPING CONTENT BY DAY AND THROW AN UNFORGETTABLE FUNDRAISING EVENT BY NIGHT. YOU'LL LEAD THE CHARGE ON DIGITAL CAMPAIGNS, SOCIAL ENGAGEMENT, AND MISSION-DRIVEN EXPERIENCES THAT BRING PEOPLE TO THE TABLE—LITERALLY AND VIRTUALLY. IF YOU'RE EQUAL PARTS CREATIVE AND ORGANIZED, LOVE A GOOD HASHTAG, AND CAN JUGGLE TIMELINES LIKE A PRO—WE NEED YOUR MAGIC.

Does this sound just like you?



JOB DESCRIPTION

Are we looking for certain SUPER POWERS?

SUPER POWERS

Yes, six.

1 Driven, compassionate, and excited to bring your unique skills to an efficient, mission-driven organization

2 Want to be a part of an organization that makes meaningful change

3 Build rapport with prospects, donors, volunteers, and the public with diplomacy, discretion, and great customer service

4 Creative, organized, attention to detail, self-motivated, and strategic

5 A strong communicator – written, verbal, and visual

6 Ability to work both independently and collaboratively

\$1.28 is what a family of four living below the federal poverty line has to spend per meal.



DIGITAL ENGAGEMENT & EVENT COORDINATOR

(aka The Hype Machine with Heart)

Status: Full-Time, Salary

Location: Hattiesburg

Reports to: Executive Director

Pay: EXTREMELY competitive, based on skills and experience

WHY JOIN US

Comprehensive Health and Retirement Benefits: 401K with matching after 1 year, medical insurance, a life insurance policy, and the ability to add dental, vision, hospital indemnity, and cancer policies.

Generous Paid Time-Off: closed all federal holidays, Thanksgiving week, 2 weeks at Christmas as well as paid time off after big events for recovery. In addition, you have 7 days for vacation and 7 days for sick leave.

Intentional and Inclusive Culture: Join a diverse, collaborative team that values a culture of respect, efficiency, transparency, integrity, and a desire to always be learning. We want to leave work every day knowing that we were advocates for those hungry. We value work-life balance and family first principles.

Laptop provided.

REQUIREMENTS & SKILLS

Education: Bachelor's Degree required.

Experience: minimum of 2 years' experience in event planning, fundraising, sales or marketing.

Software Skills: proficiency in Microsoft Office Suite, Google Workspace, Canva or another design software

74% of all Mississippi children in public schools receive free and reduced meals two times daily



RESPONSIBILITIES:

Your daily mission...

Social Media Management:

- Create content and implement social media strategies, reports, and a calendar aligned with overall marketing goals
- Monitor and engage with followers, respond to comments and messages, and build online communities

Event Coordination:

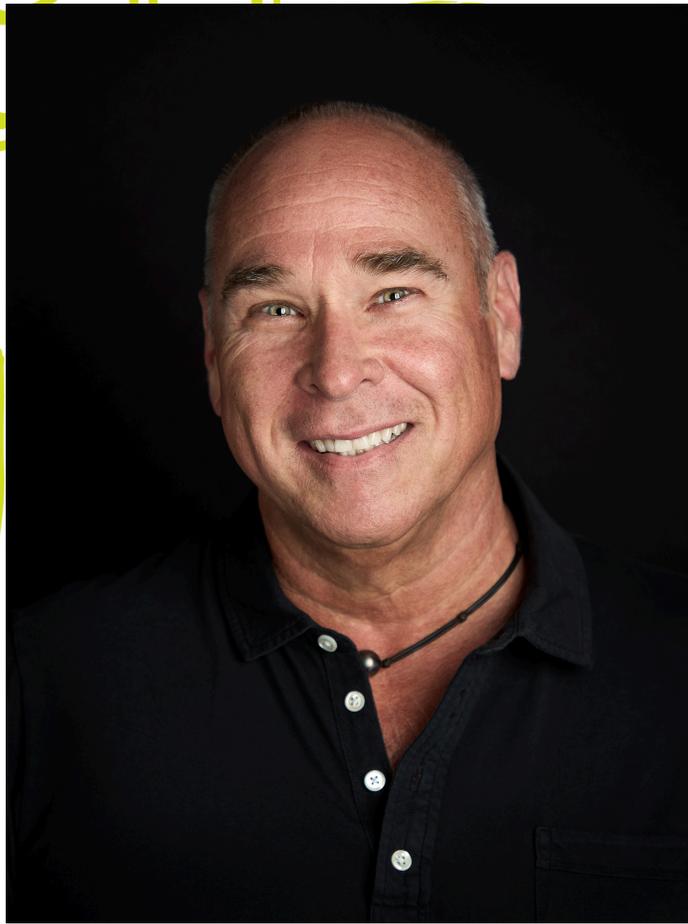
- Specifically coordinate - Bourbon Festival and Empty Bowls in the fall and March of the Mayors in the spring
- Plan and execute events from start to finish, including budget, venue selection, logistics, and volunteers
- Coordinate event marketing and promotion through various channels as well as conduct post-event evaluation

Other Responsibilities:

- Maintain website and other online platforms. We can teach you WIX if you don't know it!
- Design and send the monthly eblast to donors, partners and volunteers
- Serve as a point of contact for Extra Full event inquiries
- Assist with other marketing and communication tasks as needed.

You market the party and host, too!





At the end of the day, do I want to be the guy who fed people filet mignon, or do I want to be the guy who fed people canned tuna?

Canned tuna wins every time.

Pat S. J. R., founder

Extra Table

PHYSICAL & TRAVEL

- Ability to sit or stand for extended periods.
- Regular travel across Mississippi is needed for success in this position (mileage reimbursed).
- Dependable transportation required.
- Occasional lifting and transportation of materials may be needed during event setups or on-site engagements. We have a new warehouse team so the heavy lifting will be left up to them!
- Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions.

PHYSICAL & TRAVEL
HOW TO APPLY

THE CATCH ALL

- Extra Table does not have landlines or desk phones for work-related calls. Employees are required to download the Webex app to their personal cell phones for correspondence. Your personal phone number is not visible to the outside and you have a direct line to share where people are able to call you back directly through Webex.
- This position has no supervisory requirements.
- This position may be dissolved or restructured at any point, depending on organizational needs. The employee will be notified in writing of any changes to the position.
- This job description is subject to change at the discretion of the executive director. The employee will be notified in writing of any changes to the job description.
- Staff are required to attend the pallet packing event in Hattiesburg. These events take place on a Sunday afternoon at 2pm every other month.

HOW TO APPLY

Got superstar potential?

- Send your resume, 3 references, and a brief cover letter that highlights your passion for our mission and your relevant skills to Martha Allen Price – martha@extratable.org.
- All applicants will be responded to within 48 hours. We will only consider resumes that show details about your work experience, not just employer and dates.
- Extra Table FEEDS is an Equal Opportunity Employer.
- All successful candidates will be required to take a personality test and have a formal background check.



*1 in 5 Mississippians are food insecure – 553,600 people.
159,370 are children that do not know where their next meal will come from!*

EXTRA TABLE FEEDS

Are you part storyteller, part social media strategist, part event-planning pro? This role is for someone who can craft thumb-stopping content by day and throw an unforgettable fundraising event by night. You'll lead the charge on digital campaigns, social engagement, and mission-driven experiences that bring people to the table—literally and virtually. If you're equal parts creative and organized, love a good hashtag, and can juggle timelines like a pro—we need your magic.

BE A HUNGER HERO. A SUPERSTAR. Join a team where your *day job* doubles as your *good deed*.

OUR MISSION

Extra Table is a statewide, nonprofit food bank founded by well-known restaurateur Robert St. John in 2009. We fight hunger differently by fundraising to purchase new, nutritious, shelf-stable food which we deliver to our 66 food pantry and soup kitchen partners across Mississippi every month at no cost to them. 🚀 #UFO Ultimate Feeding Organization

Title: Digital Engagement and Events Coordinator (AKA The Hype Machine with Heart) 🎉

Status: Full-Time, Salary

Location: Hattiesburg

Reports to: Executive Director

Pay: EXTREMELY competitive, based on skills and experience

⚡ WHY JOIN US

- Comprehensive Health and Retirement Benefits: 401K with matching after 1 year, medical insurance, a life insurance policy, and the ability to add dental, vision, hospital indemnity, and cancer policies.
- Generous Paid Time-Off: closed all federal holidays, Thanksgiving week, 2 weeks at Christmas as well as paid time off after big events for recovery. In addition, you have 7 days for vacation and 7 days for sick leave.
- Intentional and Inclusive Culture: Join a diverse, collaborative team that values a culture of respect, efficiency, transparency, integrity, and a desire to always be learning.
- We want to leave work every day knowing that we were advocates for those hungry.
- We value work-life balance and family first principles.
- Laptop provided.

REQUIREMENTS AND SKILLS

Education: Bachelor's Degree required.

Experience: minimum of 2 years' experience in event planning, fundraising, sales or marketing.

Software Skills: proficiency in Microsoft Office Suite, Google Workspace, Canva or another design software

🔥 SUPERPOWERS

- Driven, compassionate, and excited to bring your unique skills to an efficient, mission-driven organization
- Want to be a part of an organization that makes meaningful change
- Build rapport with prospects, donors, volunteers, and the public with diplomacy, discretion, and great customer service
- Creative, organized, attention to detail, self-motivated, and strategic
- A strong communicator – written, verbal, and visual
- Ability to work both independently and collaboratively

👉 YOUR DAILY MISSION (responsibilities)

Social Media Management:

- Create content and implement social media strategies, reports, and a calendar aligned with overall marketing goals
- Monitor and engage with followers, respond to comments and messages, and build online communities

Event Coordination:

- Specifically coordinate - Bourbon Festival and Empty Bowls in the fall and March of the Mayors in the spring
- Plan and execute events from start to finish, including budget, venue selection, logistics, and volunteers
- Coordinate event marketing and promotion through various channels as well as conduct post-event evaluation

Other Responsibilities:

- Maintain website and other online platforms. We can teach you WIX if you don't know it!
- Design and send the monthly eblast to donors, partners and volunteers
- Serve as a point of contact for Extra Full event inquiries
- Assist with other marketing and communication tasks as needed.

 PHYSICAL & TRAVEL

- Ability to sit or stand for extended periods.
- Regular travel across Mississippi is needed for success in this position (mileage reimbursed).
- Dependable transportation required.
- Occasional lifting and transportation of materials may be needed during event setups or on-site engagements. We have a new warehouse team so the heavy lifting will be left up to them!
- Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions.

 THE CATCH ALL

- Extra Table does not have landlines or desk phones for work-related calls. Employees are required to download the WebEx app to their personal cell phones for correspondence. Your personal phone number is not visible to the outside and you have a direct line to share where people are able to call you back directly through WebEx.
- This position has no supervisory requirements.
- This position may be dissolved or restructured at any point, depending on organizational needs. The employee will be notified in writing of any changes to the position.
- This job description is subject to change at the discretion of the executive director. The employee will be notified in writing of any changes to the job description.
- Staff are required to attend the pallet packing event in Hattiesburg. These events take place on a Sunday afternoon at 2pm every other month.

 HOW TO APPLY

Got superstar potential?

Send your resume, 3 professional references, and a brief cover letter that highlights your passion for our mission and your relevant skills to Martha Allen Price – martha@extratable.org.

All applicants will be responded to within 48 hours. We will only consider resumes that show details about your work experience, not just employer and dates.

Extra Table FEEDS is an Equal Opportunity Employer. All successful candidates will be required to take a personality test and have a formal background check.