SQUIRREL HILL FOOD PANTRY COORDINATOR

ABOUT JEWISH FAMILY AND COMMUNITY SERVICES (JFCS)
The professional staff at JFCS is dedicated to helping people successfully cope with life’s changes and challenges. JFCS helps thousands of people every year, through career, geriatric, counseling, refugee and immigrant, adoption and foster care, guardian, scholarship, food pantry and critical need services. JFCS strives to create a caring and respectful environment sensitive to the need for human dignity, privacy and diversity of those served by the agency.

POSITION SUMMARY
The Squirrel Hill Community Food Pantry Coordinator is responsible for the smooth day to day operation of the program, ensuring that activities are conducted consistent with the mission of the Pantry: providing professional, culturally sensitive service to those in need of supplemental food and support services in the community. The Pantry Coordinator assists the Director in the implementation of the program and covers operations in the absence of the Director. As part of the Pantry staff, the Coordinator will participate in planning and evaluation as well as implementation of the program.

QUALIFICATIONS
1. Bachelor’s degree and relevant experience.
2. Must be able to work well with diverse populations: ethic, age, economic, social and others.
3. Experience in administration, program supervision or small business.
5. Organized, resourceful and capable of working independently.
6. Reliable vehicle and valid driver’s license.
7. Willing and able to lift and carry up to 50 pounds.
8. Willing and able to work a minimum of 1 Sunday a month and evenings when requested.

DUTIES AND RESPONSIBILITIES
1. Assist in planning and ordering of nutritionally appropriate food and dry good supplies for clients within the budgetary capacity of the program.
2. Complete new client intakes and client recertification annually.
3. Coordinates activities of the front desk receptionist and interns in absence of Director.
4. Coordinates volunteer scheduling, supervision, and training.
5. Participate in planning, implementation, tracking, and evaluation of Pantry activities.
7. Direct and participate in the pick-up and delivery of food & other items from various sources.
8. Organize and stock food and other supplies.
9. Coordinate food deliveries to seniors and others unable to directly come to the Pantry.
10. Serve as a pantry ambassador and representative in the community, with volunteers, and with clients.
11. Assist in preparation of reports for internal and external use.
12. Participate in training and professional development activities including those which would result in increased responsiveness to the clients served and/or increased cultural awareness.
13. Participate in fundraising activities.
15. Other duties as required.

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Application:
Please email cover letter and resume to jobs@jfcspgh.org with “Squirrel Hill Food Pantry Coordinator” in the subject line.

Jewish Family and Community Services (JFCS) of Pittsburgh is an EOE non-sectarian, non-profit human service agency providing social service, employment and psychological services to help people through lifecycle transitions and crises. Visit www.jfcspgh.org to learn more.