Mobile Pantry Coordinator Position Announcement

Position Overview: The Mobile Pantry Coordinator is responsible for planning, implementing and managing food assistance projects outside the Food Bank program. Key job duties include recruiting, training and supervising volunteers for the mobile pantries as well as ensuring sufficient food supplies. Candidates must be passionate about the programs and services of The Crisis Center, a volunteer-driven social service organization. Ideal candidates have previous leadership experience and enjoy interacting with people of diverse ages and backgrounds and working as part of a team. Applicants must be energetic, self-motivated, organized, and have strong communication and leadership skills. This position reports to the Food Bank & Emergency Assistance Director.

Hours: Three-quarter time, Exempt

Starting Salary: $24,750 to $29,250 annually

Roles and Responsibilities:
- Develops and executes a mobile pantry program and a secondary school pantry
- Interviews, orients, trains and supervises volunteers, and partners with the Food Bank Coordinator for volunteer recruitment and recognition activities
- Manages inventory, purchasing and product distribution for community food projects
- Provides direct clients services alongside volunteers
- Develops and implements client surveys and regular outcome measurements
- Provides reports for staff, board, and funders
- Other duties as assigned

Desired Education and Experience: Bachelor’s degree or higher in social work, a related field, or comparable work experience. Fluency in Spanish or Arabic is desired.

Necessary Skills and Requirements:
- Effective supervisory and teaching skills
- Ability to model for volunteers a client-centered, compassionate, non-judgmental approach
- Ability to set boundaries as needed in order to provide consistent, quality services
- Ability to respond immediately and constructively to crisis situations in a calm, positive manner
- Ability to manage multiple tasks and priorities
- Detail-oriented with strong organization skills
- Effective oral, written, computer, and group presentation communication skills
- Experience with Microsoft Office and using electronic databases to gather and report information
- Ability to work independently and also as part of a team
- Ability to work with a flexible schedule
- Valid Iowa driver’s license, clean driving record, and dependable transportation

Application Requirements: Please email a cover letter and resume with “Mobile Pantry Coordinator” as the subject line to the Food Bank & Emergency Assistance Director, at sarah.witry@jccrisiscenter.org by 12:00 PM on Monday, December 11.

The Crisis Center of Johnson County is a United Way of Johnson and Washington Counties Partner Agency and an Equal Opportunity Employer.