

Open Position: Food Pantry Services and Volunteer Coordinator

HIGHLIGHTS

Full-Time Position

In-Person in Chelsea, MA

Salary: \$45,000/year

Bilingual English/Spanish Required

The Food Pantry Services and Volunteer Coordinator is responsible for the overall operations, logistics and functioning of La Colaborativa's Food Pantry and Home Delivery services. This includes ensuring exceptional service to over 1500 weekly pantry users, establishing a reliable home delivery service to over 150 households, coordinating in-kind donations of food and household items, and guaranteeing a successful and positive volunteer experience. As operations rapidly scale, we are looking to bring an experienced coordinator to The Food and Nutrition Program to meet the growing needs of the community. Working closely with the director, the new coordinator will become the force behind the critical role and operations of all food and facilities-related aspects of La Colaborativa's food services, including volunteer management, as we transition to our brand new facility opening in July 2023: La Colaborativa's Survival Center.

A successful fit for the role will roll-up one's sleeves, dive-in, and produce results utilizing the existing infrastructure and resources to meet current operations goals while making time to successfully and strategically improve the overall quality of the programs food services and volunteer experience. Bringing an entrepreneurial attitude, social commitment, creativity, and a team-mindset are expected and highly encouraged.

Responsibilities:

- Oversee food pantry operations and home delivery services.
- Supervise pick up and drop off of donations in coordination with food rescue drivers.
- Keep track of perishable and non-perishable inventory following a "first in, first out" method.
- Purchase food to complement the pantry inventory when necessary.
- Supervise, manage, coordinate and train drivers and food pantry staff.
- Supervise, recruit, coordinate, and train volunteers.
- Oversee all waste management schedules.
- Oversee maintenance and organization of warehouse equipment and materials.

Experience

- Has 2-3 years of management/supervisory experience, preferably in the food industry
- Experience in or knowledge of food pantry operations and services
- Demonstrated experience working with latino/hispanic communities.
- Demonstrated experience in working with volunteers in an enriching, positive manner, including team building and motivating teams to succeed.

Requirements and qualifications:

- Bilingual in Spanish and English.
- Ability to facilitate workshops, delegate responsibilities, and comply with all relevant food safety procedures and guidelines to ensure an efficient, client-friendly, and compliant, food-safe environment.
- Capable of working in a multicultural environment, including sensitivity and competence with individuals and groups of diverse racial, cultural, and socioeconomic backgrounds.
- Active listener, and able to resolve conflicts in a timely manner.
- Ability to work effectively both independently and within a team environment.
- Ability to maintain appropriate and professional relationships with donors, staff, and volunteers.
- High level of attention to detail, data management, and record keeping.
- Excellent computer skills in the Microsoft suite of programs.

Physical requirements:

- Ability to lift 50 pounds
- Ability to stand for extended periods of time
- Willing to work outside in varying weather conditions
- Ability to operate vehicles
- Position may require occasional early morning and evening work.
- Able to adjust to varying and spontaneous tasks, and flexible with occasionally working early mornings, evenings, and weekends.

About La Colaborativa

La Colaborativa is a 501(c)(3) non-profit organization that began serving the community of Chelsea, MA in 1988. Since its inception, the mission of the organization remains the same: to empower Chelsea residents and local organizations to bring about social, environmental and economic justice in our community. With a rapidly growing team, La Colaborativa's Food and Nutrition Program is committed to expanding services in food distribution and nutrition education.

La Colaborativa is committed to diversity, equity and inclusion in hiring and it's important to us to bring members onto our team who are passionate about our mission and reflect the BIPOC, immigrant, and Spanish-speaking backgrounds of the communities we serve. If you are an interested applicant and do not check all of the boxes above, please still reach out to see if you could be a good fit for our growing team.

To Apply:

Submit a resume to Camilo Saavedra, Director of Food and Nutrition Programs: camilos@la-colaborativa.org