



Food for People, Inc.
The Food Bank for Humboldt County
PO Box 4922
Eureka, CA 95502
(707) 445-3166
(707) 445-5946 fax
www.foodforpeople.org

Job Posting—Pantry Network Coordinator

Food for People, the food bank for Humboldt County, is seeking a detail-oriented, analytical, motivated and outgoing individual with excellent interpersonal skills for the position of Pantry Network Coordinator. The Pantry Network includes 17 emergency food pantries and three congregate feeding sites, which serve low-income households in communities across Humboldt County every month. The person hired will be responsible for the planning of monthly food allocations to be delivered to pantry sites by our truck driver, working alongside our warehouse team to help pack orders, collecting and reporting on monthly site data required by the USDA, and training and monitoring all sites for USDA compliance. Additionally, the Coordinator will work on an ongoing basis with pantry site coordinators throughout the county to build the operational capacity of individual pantry sites, facilitate collaboration amongst pantries, conduct trainings, and address challenges and needs as they arise.

The level of personal satisfaction is tremendous if you are looking for work that will make a difference in the lives of the thousands of people we serve. The position is full time, 35 hours per week, Monday through Friday, with a pay rate of \$16-\$18 per hour. Health, dental, vision and life insurance benefits are available upon successful completion of an initial probationary period. We also provide paid sick, vacation, and holiday time. Optional participation in the CalSavers Retirement Savings Program is available. Candidates willing to make a long-term commitment to the position are preferred.

Food for People is committed to providing a safe workplace and adhering to safe food distribution and workplace practices during the COVID-19 pandemic.

This position will remain open until filled. Interviews will be scheduled with selected candidates. Please review the attached job description and qualifications. If you are interested in applying, **applications must include:**

- Cover letter that tells us about you and the experience, skills, and interests that make you a good fit for the position
- Résumé
- Completed Food for People application, available on our website at www.foodforpeople.org/jobs
- At least three recent professional references and two personal references

Application packets can be submitted in one of the following ways:

- Email to dwaxman@foodforpeople.org (preferred)
- Fax (707) 445-5946 Attn: Deborah Waxman
- Mail to:
Food for People
ATTN: Deborah Waxman
PO Box 4922, Eureka, CA 95502

Qualifications:

Must possess a combination of education, experience, skills, and abilities necessary to carry out the job, including but not limited to the following:

- Ability to work with sensitivity and without discrimination towards people of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Demonstrate and encourage a professional and positive attitude in all job-related activities
- Excellent interpersonal and communication skills
- Demonstrates initiative and the ability to work independently to implement project activities
- Comfortable working with a consensus approach to share decision-making with co-workers and project partners
- Demonstrated ability to effectively prioritize tasks and meet deadlines
- Ability to mediate and communicate effectively in situations of conflict
- Personal ability to motivate and relate positively to groups and individuals
- Word processing, Excel, database, and data processing computer skills
- Strong math reasoning and computational skills for planning food allocations and tallying household participation data
- Familiarity and comfort utilizing a smartphone for organization's logistics communications app (stipend provided for cell phone use)
- Ability to lift 50 pounds repetitiously
- Valid California Driver's license and good driving record
- Spanish language proficiency helpful

Food for People is designated as the Food Bank for Humboldt County and we are considered one of Humboldt County's most prominent nonprofit organizations, providing hunger relief for more than 12,000 low income children, families, seniors, and others each month. Food for People currently operates a total of 18 programs for individuals of all ages whose financial circumstances have left them without adequate resources to purchase food. A complete list of our programs is available at our web site at www.foodforpeople.org.

Thank you for your interest in working with Food for People!