



COMMON PANTRY

Healthy food and support for a strong community.

Seeking Full-Time Community and Operations Coordinator

Common Pantry is seeking a full-time Community and Operations coordinator. This role leads overall engagement with the community by coordinating the organization's volunteer program, heading community outreach and events with partners, as well as assisting the team with weekly operations including inventory management and distribution to guests. This position is overseen by the Executive Director with day to day supervision monitored by our Food Programs Manager.

Job Description

Volunteer Management (40%)

- Manage overall volunteer program including recruitment, coordination of scheduling for program shifts and retention efforts
- Lead and train volunteers with weekly receiving, sorting, stocking, transporting of goods within pantry
- Manage online volunteer platform including creating shifts 3 months in advance, collaborating with the team on volunteer needs and shifts, knowledge of no-shows, cancellations, etc.
- Contact short-list/immediate need volunteers to fill volunteer gaps and openings
- Maintain monthly and quarterly volunteer statistics for the entire month
- Provide support for special volunteer projects, such as summer festivals, food drives, IAYN event

Operations (40%)

- Oversee organization of inventory for grocery distribution and programs
- Assist with management and execution of food-safety protocols and records
- Coordinate all food drives, in-kind donations, food rescue processes and vendor relations
- Monitor and document in-kind donations
- Help with annual pantry audit and provide support during holiday programming
- Actively assist with pantry logistics for move into new building 2023

Community Outreach (20%)

- Respond to inquiries and invitations to community events, programs, partnerships, etc.
- Attend community and partner events as organization representative
- Identify, engage and expand upon long-standing, new, and potential partners to increase visibility and reach with potential volunteers, donors, organizations and guests
- Contribute to organization's communication strategy
- Act as staff lead alongside board member chair person to support Common Kids program

Candidate Profile

- An understanding of, and belief in, the importance of food security for everyone
- Experience working in an operations or logistics role, food and/or customer service preferred

- Ability to work in a fast-paced environment and eager to work directly with the public
- Capacity to work independently, with a team, and open to contributing ideas to improve the organization
- Ability to speak publicly and communicate organization's mission, values and programming
- Valid driver's license with ability to drive medium size commercial vehicle
- A current Food Service Manager Certification or ability to obtain within 3 months of hire
- Ability to speak and understand conversational Spanish a plus
- Necessary working knowledge of Google Suite, Microsoft Office Suite, Excel; agency related data management and CRM experience preferred though not required
- Ability to lift up to 50 lbs. for food handling/restocking
- Ability to work a flexible schedule—Wed. evenings and occasional Saturdays

For the safety of our clients, volunteers, and staff, Common Pantry requires all staff to be fully vaccinated against COVID-19. Job offers are contingent on proof of vaccination or medical/religious exemption.

Schedule & Salary

- Monday-Friday schedule with flexible hours Friday
- Occasional Saturdays (for outreach events, preparing for move into new building)
- Medical, Dental and Vision package available with bi-monthly employee stipend provided. PTO, 11 paid holidays and week between Christmas and New Year off for end-of-year organizational closure.
- Professional development opportunities available
- Salary \$18-\$20/hour, commensurate with experience

Application Hiring Process

Common Pantry is deeply interested in finding the best candidate, even if you don't meet every aspect of the profile listed above. We are investing and growing our team ahead of our move into a new space in 2023 and look forward to having a conversation with a variety of candidates.

The hiring process will include submission of a resume, cover letter, and one round of brief in-person interview with finalist's interviews to follow. Applicants will be reviewed daily with the first review taking place March 2023. The anticipated start date for this position is early May 2023.

Common Pantry does not discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

Common Pantry is a 501 (c)(3) organization and was established in 1967 on Chicago's north side. We are Chicago's oldest continually operating food pantry. Our mission is to meet the emergency food needs of our community through weekly food distributions, home delivery service to elderly clients, a hot lunch program and a monthly distribution of fresh fruits and vegetables.

No phone calls, please

Qualified candidates should email resume to director@commonpantry.org and indicate "Community and Operations Coordinator" in the subject line

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