



## Food Pantry Coordinator – Full Time

**SITE LOCATION:** Northwestern University Settlement, Chicago, IL

**DAILY SCHEDULE:** 8:00am- 4:30pm (subject to change)

### ESSENTIAL DUTIES

- Will work with the Food Pantry & Support Services Director “FPD” to develop an Emergency Service Manual
- Oversee the daily operations of the Food Pantry
- Order food for pantry on weekly basis
- Coordinates the pick-ups and delivery of food and donated items from vendors
- Maintain Emergency Service data base
- Works with FPD to welcome outside volunteers and assigns tasks during volunteered time
- Works with the FPD to maintain partnership with external partners
- Works with the FPD to develop and promote services to the community
- In coordination with the FPD, conduct social media outreach

### Other Duties

- Represent Emergency Services in occasional meetings, presentations, events
- Attends Settlement events including some weekends and evenings
- Attends trainings to enhance skills
- In coordination with the FPD, collect data for reports as they come up
- Other duties as assigned

### DESIRED QUALIFICATIONS

- Must be proficient in both verbal and written Spanish
- Excellent verbal, written, and organizational skills
- Strong leadership skills including adaptability, flexibility, initiative, maturity
- Ability to work effectively with a diverse population and staff
- Ability to manage multiple projects and self-directed time well
- Ability to meet deadlines assigned
- Ability to lift 20 lbs. with repetitive bending and reaching
- Ability to accept guidance and supervision

### BENEFITS

- Competitive salary
- Extensive Benefit package including but not limited to Health and Retirement

### APPLICATION PROCESS

Interested candidates contact Yasmin Rodriguez, Food Pantry & Support Services Director, at [yrodriguez@nush.org](mailto:yrodriguez@nush.org). Submit a resume, three professional references, and cover letter explaining why you would be an ideal fit for this position and organization.

### STATEMENT OF NON-DISCRIMINATION

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.