



## **Food Pantry Coordinator**

### **Social Services Team**

**About the Organization:** The organization exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

#### **Position Summary:**

The Canal Alliance Food Pantry Coordinator is the lead staff member of our food distribution program through the San Francisco-Marin Food Bank (SF-Marin). This distribution program takes place once a week on Tuesdays from 6:00am through 12:00pm. The Canal Alliance Food Pantry distributes 1200 food bags monthly in Canal neighborhood of San Rafael. The Food Pantry Coordinator is responsible for overseeing the weekly volunteers, food pantry set-up, distribution, clean-up, and the operations that go into a smooth and efficient weekly food distribution program. This position requires 15 hours of work weekly and is a member of the Canal Alliance Social Services department.

#### **Essential Functions:**

- Assign tasks and provide supplies to volunteers and event staff.
- Coordinate with volunteers in charge of unpacking and volunteers in charge of pre-bagging.
- Maintain and updates home deliveries spreadsheet.
- Ensure donated diapers, wipes, and formula are organized and distributed weekly.
- Deescalate situations with participants, volunteers, and community members, as needed.
- Maintain relationship with SF-Marin Food Pantry.
- Send monthly reports to the SF-Marin Food Bank Program Coordinator
- Serve as point of contact for partner organizations sharing space to promote events, campaigns, or share resources with the community.
- Ensure proper set up of food distribution including, but not limited to bag assembly set up, distribution set up, sanitation, and event breakdown.

#### **Other Responsibilities:**

- Other duties as assigned by supervisor

#### **Education and Experience**

- AA degree or Bachelor's Degree, preferred
- 1-year experience working in a community-based organization, or social services preferred

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[Canalalliance.org](http://Canalalliance.org)

**Qualifications- Skills and Knowledge**

- Exceptional problem-solving skills
- Bilingual in Spanish/English
- Highly skilled in active listening, empathy and a client centered approach
- Must possess exemplary customer service skills
- Must be able to function with minimal supervision, follow directions, handle multiple tasks simultaneously, take initiative and manage stressful situations effectively
- Ability to get along with people and establish cooperative working relationships with staff at all levels both within and outside the department
- Must possess strong communication, time management and organization skills
- Strong technical skills, including Microsoft Office Suite (Word, Outlook, PowerPoint and Excel)
- Ability to lift up to 50 pounds
- Experience dealing with Latino/immigrant community members preferred

**Compensation**

Compensation is commensurate with experience.

**Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principles.

**Application Process**

Please submit your resume and cover letter to

<https://recruiting.paylocity.com/recruiting/jobs/Details/708772/Canal-Alliance/Food-Pantry-Coordinator>