



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	COVID -19 Relief and Response		
Job Location:	317 Elm Street Newark, NJ 07105		
Job Title:	Food Distribution Logistics Coordinator		
Reports to:	COVID-19 Program Manager	Title :	COVID-19 Program Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Temp position 8-9 months

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ROLES AND RESPONSIBILITIES

- Order and maintain pantry inventory for distributions
- Receives food deliveries at respective sites and does direct activities at each site
- Register new clients and maintain existing clients in the digital system
- Coordinates food delivery drivers
- Coordinates the mapping of food delivery for various programs
- Serves as the point person for out Table to Table distributions every Thursday
- Ensure all food safety procedures are followed
- Ensure clean-ups take place after each distribution
- Recruits and coordinates all volunteers
- Tracks volunteer on site clearances and stipend
- Tracks and maintains food distribution meal count database
- Establish and maintain relationships with food donors
- Coordinates across all programs to ensure we are providing food resources across all ICC programs
- Collaborates with ICC Farm Crew around distribution of produce grown at Down Bottom Farms
- Assess neighborhoods in Ironbound not being reached and plan for mobile food distribution days
- Identifying locations for winter distribution site
- Ensures to promote all other ICC programs and work through our COVID-19 relief and response efforts
- Conduct additional duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

Qualifications:

- Experience communicating with, training, recruiting and managing volunteers/staff
- Strong attention to detail and critical thinking skills
- Experience with spreadsheets and simple data management
- Good motivation, strong communication, and interpersonal skills
- Strong organizational skills and the capability to multi-task
- Fluent in English, Bilingual Spanish Language preferred.
- Comfortable with technology

Reasoning Ability:

- Ability to function effectively within a busy environment and to make appropriate and safe decisions

Physical Demands:

- Required Constantly: Walking, sitting, grasping, bending, stooping, squatting, computer input, finger dexterity and coordination of hand, eye and foot. Lifting boxes weighing between up to 30 lbs to stock shelves or tables
- Required Frequently: Standing and climbing stairs; carrying laptop & files
- Required Occasionally: Reaching above the shoulder, and lifting 5-50 pounds, pushing and pulling

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line "Food Distribution Coordinator"