IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name: Community Food Program
Job Location: 432 Lafayette Street Newark, NJ, 07105
Job Title: Food Pantry Coordinator
Reports to: Title: Manager Of Family Services

Hours: FLSA Status ☒ Exempt ☐ Nonexempt Type of position: ☐ Full-time ☐ Consultant/Contractor × Part-time ☐ Intern	Other comments: This is a one-year funded position with potential extensions depending on funding.

JOB DUTIES
The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups to realize their aspirations and work together 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 daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.
The Ironbound Community Corporation(ICC) seeks a Community Food Pantry Coordinator. The Community Food Pantry Coordinator will play a pivotal role in addressing food insecurity within our community. The Community Food Pantry Coordinator will be responsible for leading food distribution efforts, managing our food pantry, coordinating pickups from the Community Food Bank of New Jersey and other food sources, and organizing community volunteers for food distribution events. Additionally, the Community Food Pantry Coordinator will serve as an advocate for food security issues and ensure compliance with relevant regulations and reporting requirements.
ROLES AND RESPONSIBILITIES

● Lead food distributions and coordinate logistics to ensure efficient and equitable distribution to community members in need. ● Organize and maintain ICC's food pantry, ensuring it is well-stocked, organized, and compliant with health and safety regulations. ● Coordinate pickups from the Community Food Bank of New Jersey and other food sources to supplement our food pantry inventory.
● Recruit, train, and coordinate community volunteers to support food distribution efforts.
● Coordinate weekly Table to Table food distribution activities
● Advocate for food insecurity issues within the community and collaborate with other ICC programs to implement sustainable solutions.
● Ensure timely submission of monthly reports to maintain compliance with the Community Food Bank of New Jersey and other relevant partners.
● Conduct frequent inventory checks of food and supplies for both the food pantry and outside Community Refrigerators, reporting findings to the Manager of Family Services.
● Facilitate the use and stocking of outside Community Refrigerators, ensuring they adhere to health and safety standards. ● Organize "Pop Up" Food Distribution events in the community to reach underserved populations and increase accessibility to nutritious food options.
● Conduct outreach for ICC services, including food distribution.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma or GED.
- Valid Driver's License
- Experience in food distribution and community organizing
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work collaboratively with diverse stakeholders, including volunteers, community members, and partner organizations. ● Knowledge of food safety regulations and best practices.
- Passion for addressing food insecurity and advocating for social justice issues.

Core Values

ICC is animated by core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender
identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We 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.

Salary for this position is $20.00 an hour, ICC also offers a competitive benefits package, which includes paid time off.

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