



**Neighborhood House** is a multicultural settlement house founded in 1897 by the women of Mount Zion Temple. Neighborhood House has supported families from over 50 cultural and ethnic populations in times of transition or need. With each successive wave of newcomers, the demographic makeup of our service population has changed. What has not changed is our commitment to helping families move from “survive” to “thrive.” At its six sites, Neighborhood House offers programming in Basic Needs (six Family Centers and two food shelves) and Lifelong Learning (Adult Education, Baby Talks, College Access, Early Childhood Education, Gang Reduction and Intervention Program, Health Access, and Youth Works). In 2013 we served over 17,000 individuals.

**Why should you work at Neighborhood House? (This is what our staff says!)**

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| Professional development opportunities          | Diversity of staff, participants, and volunteers |
| Ability to work across programs and departments | Flexibility of time and work space               |
| Openness to new ideas and creativity            | Distributive leadership model                    |
| Continual learning                              | Great balance of teamwork and autonomy           |
| Organizational reputation and heritage          | Free parking and on bus line                     |

**What we are looking for:**

Someone who is passionate about providing access to healthy foods for the communities we serve. This person will be coordinating our Mass Produce Distributions, large events where thousands of pounds of fresh produce are distributed to our participants for free. This person will also assist with smaller food distribution events and Produce Pick-Ups.

**Position Title:**           **Produce Coordinator**

**Reports to:**           Food Support Manager   **Status:** Regular, Part-Time (30 hours, qualifies for benefits)

**Position Summary:** This person works closely with the Food Support Manager and Coordinator to:

- a. Organize and execute Mass Produce Distributions
- b. Report monthly statistics and reports as required
- c. Procure more produce into food support programs

**Spheres of Responsibility:**

- Plan and execute Mass Produce Distributions and satellite food distributions including communicating with facilities, organizing transportation and equipment, ordering food, developing promotional materials, coordinating community resources, etc.
- Work closely with Food Market Coordinator to organize weekly Produce Pick-Ups
- Conduct pre- and post – event evaluations and report on outcomes
- Maintain budget and track expenditures/transactions
- Coordinate, train and direct volunteers and staff at events
- Ensure safe food handling procedures, proper maintenance of equipment/appliances in order to comply with license requirements
- Conduct intake of program participants and make appropriate referrals
- Support special programs such as March Food Drive and Farmers Market
- Maintain confidentiality of all program participants according with State Data Privacy Act
- Ensure confidential data collection utilizing ClientTrack data systems for program evaluation and quality control purposes

- Attend and participate in departmental/agency meetings and trainings as required
- Other duties as assigned

**Qualifications:**

- Bachelor's degree or at least four years of human service experience, experience in food desired
- Knowledge of community resources
- Ability to balance multiple projects and priorities
- Ability to work independently with little supervision in a fast pace environment
- Excellent interpersonal, verbal and written communication skills in English
- Strong computer skills (including Microsoft Office, Internet and e-mail)
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Become Food Safety Certified within 6 months of hire
- Able to work evenings and occasional weekends
- Must be able to safely lift a minimum of 50 pounds
- Must have a valid driver's license with ability to drive agency vehicles
- Must be able to pass driving test for Neighborhood House vehicles
- Must be able to pass a criminal background check

**For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.**  
Position Posted: **06/13/2017** Closing date: **06/30/2017**

***Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.***

***We participate in the support, guidance, and appreciation of volunteers.***