



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 |

Position Title: **Food Support Coordinator (Wellstone Food Market)**

Reports to: Food Support Manager **Status:** Regular, Part-Time, Non-Exempt (32 hours)

Position Summary: **This is a benefits earning positions.**

The person works closely with the Food Support Manager to:

- a. Oversee the day-to-day operation of the Wellstone Food Market (food shelf) including supervision of staff, interns and volunteers.
- b. Report monthly statistics and reports as required.
- c. Ensure food safety practices.

Spheres of Responsibility:

- Oversee the day-to-day operations of the food shelf program, opening and closing the food shelf
- Supervise and train volunteers to provide comprehensive intake/assessment services for food shelf
- Support in collaboration with Food Support Manager the training of incoming interns.
- Ensure safe food handling procedures, proper maintenance of equipment/appliances in order to comply with license requirements
- Oversee upkeep of food shelf area, storage and shopping
- Maintain resources and upkeep of intake rooms
- Conduct day-to-day reports in the food shelf: number of pounds, donations, participants, etc.
- Oversee volunteer scheduling and phone coverage as necessary
- Conduct intake of program participants and make referrals to family center
- Support special programs such as March Food Drive, farmers market, and mass produce distribution
- 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
- Previous supervision experience
- 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)
- Bilingual is strongly desired
- 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 and salary requirements to:
Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555;
Email: humanresources@neighb.org.**

Position Posted: **02/07/2017** Closing date: **03/03/2017 or until filled**

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.