



## **JOB DESCRIPTION:**

### **Hunger Prevention Coordinator & P/T Development and Communications Coordinator**

**LOCATION:** 48 Hudson St., Trenton, NJ 08609

**REPORTS TO:** Director of Operations; Chief Development Officer

## **EDUCATION/CERTIFICATIONS/LICENSES/EXPERIENCE & QUALIFICATIONS**

### **REQUIRED**

Bachelor's degree in related subject, working towards one, or relevant experience

Valid Driver's Licenses desirable

### **PURPOSE OF THE POSITION & IMPACT**

The Hunger Prevention Coordinator helps to advance the mission of Arm In Arm and its Hunger Prevention Program by assisting the Director of Operations to maintain and manage the operation of the food pantry and related services, focusing on daily client service hours and preparation and closure of the pantry, as well as coordinating GrabNGo events. The Hunger Prevention Coordinator assists with unloading of food deliveries, storage, and inventory management/related reporting and stocking of food as needed.

Additionally, approximately 8-10 hours of the position will be assisting the Chief Development Officer in communications, marketing, community outreach, and fundraising goals, including donor relations and creation of print or electronic communication materials such as press releases, website articles, and social media as well as researching funding sources for the organization, including from government, private institutions and individuals to meet organizational budget. Also will provide support in conveying the promoting the public image and community presence of the organization.

### **COMPETENCIES**

1. Ability to work independently with strong sense of focus
2. Demonstrates consistent and reliable performance, including timely completion of duties
3. Ability to build and or work with a team to achieve results
4. Safely operate a hand truck, pallet jack, electric freight lift and "U" boat
5. Computer and Microsoft Office proficient
6. Displays awareness of documentation requirements. Understands and conforms and complies with all standards and policies regarding confidentiality and record keeping;remains up to date with appropriate documentation systems.
7. Minimum fluency in Spanish desirable
8. Demonstrated written and verbal communication skills
9. Comfort and ease with social media (website, Constant Contact Facebook, Twitter, etc)
10. Demonstrated experience with design/web platforms such as Wordpress and Canva.
11. Demonstrated skills in time management while addressing multiple tasks
12. Familiarity with grants and acknowledgement process



### **PERSONAL ATTRIBUTES OR CHARACTERISTICS**

1. Attitude and behavior consistent with core values of the organization, demonstrating compassion, dignity and respect in interactions with clients, staff, volunteers, interns, community partners and supporters.
2. Ability to work in a dynamic and fast-paced environment and to respond with changing demands with willingness and flexibility

### **RESPONSIBILITIES/ MAJOR FUNCTIONS /PROBLEM SOLVING/DECISION MAKING**

1. Facility/Pantry/Equipment
  - Follow equipment monitoring schedule provided by Director of operations
  - Assist Director of Operations in maintaining pantry and related equipment in good operating order
  - Maintain floors clean, swept and dry, place wet floor signs when needed
  - Ensure trash is in proper receptacles and trash and recyclables are placed at the curb for pickup according to waste removal schedule
2. Food pantry assistance
  - Support pantry activities by working as needed including Program reporting, greeting clients, Client intake, shopping assistance, bagging/checkout, stocking and unloading of food deliveries and inventory
  - Assist the AIA Driver with the unloading and storage of food and nonfood allocations and donations as needed
  - Maintain high level of hospitality for clients
  - Delegate direct and supervise tasks with volunteers as they relate to the operation of the pantry and as instructed by the Director of Operations
3. Development
  - Individual donor research, cultivation & stewardship
  - Foundation, corporate and public entity research, cultivation & stewardship
  - Administration and Planning: Acknowledgement of gifts; assistance with special events; assistance with appeals.
4. Communication
  - Creation of communications materials using design platforms and through written press releases, social media, e-newsletters and website
5. Keep google calendar updated with daily schedule and revise to accurately reflect location if schedule changes.
6. Maintain, follow and enforce Arm In Arm policy and procedures
7. Effective clear communication with the Director of Operations and the Chief Development Officer
8. Select evening and weekend availability required
9. Other duties as assigned



**WORKING-CONDITIONS**

Physical demands: lifting, treatments, exposures etc

Activity	Never	Sometimes	Most of the Time	All of the Time
Stand			X	
Walk			X	
Sit		X		
Talk or Hear				X
Use Hands/Feet				X
Climb/Balance			X	
Stoop/Kneel			X	
Reach			X	
Smell			X	

**LIFTING OR FORCE EXERTED**

Pounds	Alone	With Assistance	Sometimes	Most of the time	All of the time
<25	X				X
<50		X	X		
<100		X	X		
>100		X			

Unloading, moving, storage and stocking of food. Frequent periods of standing, stooping, walking and descending and ascending one or more flight of stairs multiple times daily.

Does this job have any special vision requirements? No  
 Language Skills Required Spanish desirable  
 Mathematical Skills Basic addition, subtraction, multiplication, division  
 Work Environment and Sensory: Office or field, outreach, driving, noise, exposure to odors, smells, touch

Effectively process a high level of sensory stimuli. Ability to withstand sudden and extreme environmental temperature changes and weather conditions.

**Mental: Stress, emotional**

Maintain even temperament/disposition amidst moderate to occasional high levels of stress. Maintain appropriate self-composure throughout occasional conflict and resolution