The Coralville Community Food Pantry is an anti-hunger nonprofit organization providing critical and innovative food assistance services to the greater Coralville community. We believe that food is a human right and that food has the power to bring people together. Our vision is to build a stronger, healthier, and hunger-free Coralville community.

Reporting to the Programs Manager, the Programs Assistant will be responsible for providing operational support for the Food Pantry’s Food Assistance and Home Delivery Programs.

**Key Responsibilities**

- Ensure the routine delivery of high quality and innovative services to support community members experiencing food insecurity.
- Support the facilitation of multiple weekly food distributions.
- Manage member intake and program evaluation processes.
- Assist Programs Manager in maintaining member database.
- Fulfill Home Delivery orders
- Participate in food procurement & donation acquisitions.

**Education, Experience, & Preferred Qualifications**

- High School Diploma or Equivalent required (Bachelor’s degree preferred).
- Experience working with and leading volunteers.
- Ability to work effectively in collaboration with diverse groups of people.
- Proficiency with technology, especially tablet devices.
- Commitment to service, comfortable making and implementing decisions, comfortable with ambiguity.
- Strong interpersonal skills, organization, and verbal communication skills.
- Demonstrated ability to prioritize tasks.
- Experience working in a non-profit social services organization.
- Bilingual or knowledge of basic written and spoken Spanish, French, or Arabic is a plus.
- Applicants must have the ability to pass a background check.
- Ability to routinely lift and move up to 50 pounds.
If you feel that you may not meet required or preferred qualifications, we encourage you to apply and share your skills and experience.

Compensation
This is a part-time (20 hours per week) position paying $18.50/hr.

Benefits Package
- Health + Dental Insurance (CCFP covers portion of monthly premium)
- Paid Time Off including vacation, sick and personal days
- Paid Holidays
- Employees receive a retirement match of up to 3% of salary by CCFP

Weekly Work Schedule
- Tuesday (12-7pm)
- Wednesday (3:30-7:30pm)
- Thursday (9am-1pm)
- Saturday (9am-2pm)

Applications due Monday, September 5 at 5pm. Applicants should submit a Cover Letter and Résumé (with 3 references) to the CCFP at: john@coralvillefoodpantry.org or mail to: Coralville Community Food Pantry, Attn: Hiring Committee, PO Box 5523, Coralville, IA 52241.

The Coralville Community Food Pantry is an Equal Opportunity Employer.