We’re Hiring!

Island Food Pantry Associate

The Island Food Pantry has operated since 1981, merging with the Island Grown Initiative in 2021 as part of IGI’s Food Equity programming. Moving to the Portuguese American Club in the spring of 2021, the Pantry continues to play a crucial role as a reliable source of wholesome food to Islanders in need. Together with our many volunteers, the Pantry serves more than 500 Island families per month, distributing food 5 days per week through regular shopping hours, grocery deliveries and senior shopping.

The Island Grown Initiative seeks a full-time, year-round Food Equity Associate to assist us at the Island Food Pantry as we continue to grow to meet the needs of our community and continue to serve our clients with dignity and respect.

Responsibilities include:
- Client relations (50%)
  - Oversees Client relations at the Island Food Pantry
  - Oversees the Pantry’s weekly Grocery Delivery program and other Pantry deliveries to home-bound clients.
  - Manages the Pantry’s client database and check-in process
  - Assists with Portuguese translation of IGI materials and signage
  - Assists with communication and outreach to the Island’s Brazilian community on behalf of IGI
- Administration (30%)
  - Fields phone calls to the Pantry and oversees Pantry’s email inbox.
  - Takes photos and creates updates for IGI’s social media teams
- Other Tasks (20%)
  - Assists at the Pantry during some open hours
  - Other tasks as needed

Skills include:
- “People person” - enthusiasm for working with a diverse group of coworkers, volunteers and clients
- Ability to work in a fast-paced, team-driven environment
- Organized
- Communicates issues in a timely manner to appropriate parties
- Email and basic computer skills, interest in using technology to make simplify work
- Fluent in Portuguese and English
- Able to lift 30 pounds on occasion
- Customer service experience a plus
- Enthusiasm for IGI’s mission

To apply, please send a cover letter and resume to kayte@igimv.org. Thank you!