



PARENTS' PANTRY COORDINATOR

POSITION SUMMARY

The Parents' Pantry Coordinator is responsible for overseeing all functions and operations of the Teen Parent Connection Parents' Pantry. This role will provide leadership, vision, and guidance to our pantry. The Parents' Pantry Coordinator engages in community outreach, manages and tracks pantry inventory, supervises program volunteers, provides stewardship to donors, participates in setting pantry goals and objectives, assists in developing annual pantry budget, manages pantry data systems, and prepares monthly reports of supply distribution and participant data.

This is a grant funded position, and is part-time (up to 20 hours per week).

JOB RELATIONSHIPS

- Reports directly to Executive Director
- Participates in all agency staff meetings, team meetings, and other meetings as assigned.

ESSENTIAL FUNCTIONS

Pantry Leadership: Oversee all aspects of pantry operations, consistent with the Teen Parent Connection program design, mission, values, and expectations.

- Ensure pantry is adequately stocked with a variety of supplies – that are clean, safe, inventoried and meet the needs of children and parents in our programs.
- Ensure that donations are promptly sorted, inventoried, and stored.
- Supervise volunteers, community workers, and staff who are working in the pantry.
- Work with staff and volunteers to effectively and compassionately serve families while providing productive and fulfilling volunteer experiences.
- Maintain appropriate storage and distribution of food and supplies as a responsible steward, and in accordance with food safety regulations and partner parameters.
- Identify opportunities and strategies to improve the pantry's service model in order to better serve the needs of families and utilize available resources, with an eye toward continuous improvement.
- Coordinate food and supply distributions to families and community partners, including managing program logistics and staffing.

Partner Relationships: Develop and maintain relationships with key community and Teen Parent Connection partners.

- In collaboration with our development team, source donated and purchased food and supplies to stock the pantry.
- Build and maintain relationships with other food and supply assistance providers in order to minimize waste by sharing excess resources.

Record Keeping: Consistently collect and deliver accurate, timely data to best serve all stakeholders

- Maintain data on participants served and food/supply donations in order to accurately record program impact.
- Perform annual inventory counts to meet reporting requirements.

Logistics Support: Provide logistics support to direct service and development for special events such as holiday sharing program, fundraising events, home delivery of goods/supplies, etc.

- Work with the Director of Program Operations to ensure that the pantry maintains its incentive-focused purpose and operations.
- Work with the Director of Development and Business Manager to ensure adequate record of donor information, recording of donations, stewardship of donors, in-kind donations are tracked for audit purposes and that the Pantry and its storage areas are properly maintained (including freezers) and organized.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- High School diploma required. Post-secondary degree preferred, but not required.
- Proficiency in Microsoft software applications (Word, Excel, Outlook, etc.)
- At least one year of prior supervisory experience. Previous experience working in a food pantry and/or managing volunteers is preferred.
- Experience leading a team and ability to match the skills/preferences of team members with tasks that need to be accomplished.
- Strong communication and organizational skills.
- Ability to manage multiple priorities, shift priorities as needed, and organize resources quickly around changing needs.
- Capacity to balance short term problem solving with an eye to long term sustainability.
- Willingness to perform tasks alongside staff and volunteers as needed.
- Experience in operations management, health promotion, community health, nutrition education, and/or social services is a plus.
- A commitment to the mission of Teen Parent Connection and a passion for service to others.
- A team player with a positive attitude.
- Ability to work flexible hours, some evenings and weekend hours as necessary.
- Non-judgmental, strengths-based, positive and supportive approach in work with participant families, co-workers, volunteers, agency partners, and community members.
- Experience and comfort in working with individuals of varied racial, ethnic, and/or cultural backgrounds.
- Positive experience with infants, young children, and adolescents.
- Must have dependable transportation for local travel in DuPage County area. Valid driver's license and proof of auto insurance are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a variety of settings, including office environment and community based sites.

- COVID-19 vaccination is required.
- Ability to drive a car (does not include transportation of participants).
- Ability to lift and carry up to 40 lbs and climb stairs several times per day – often carrying 20+ pounds.
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to sit and stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate written, verbal, and visual methods effectively and efficiently.

APPLICATION INSTRUCTIONS

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly with a range of \$16.50-18.00/hour depending on experience and qualifications.

To apply, please email letter of interest and resume to missyc@teenparentconnection.org