

Position: Food Security and Community Outreach Coordinator

Location: Lower East Side Manhattan, NY

Reports to: Housing Stability Support Program (HSSP) Program Director, Lower East Side

Supervisory Responsibilities: Yes No

Summary: The Food Security and Community Outreach Coordinator plays an essential role in Nazareth Housing's Homelessness Prevention Program and is responsible for the management and oversight of our Lower East Side (LES) food pantry, Louise's Pantry. In that capacity, you will be responsible for the oversight and coordination of Louise's Pantry including: pantry operations, volunteer recruitment and supervision, inventory management, and the program budget. In addition, you will ensure that all clients participating in the food pantry have access to a broad range of human services provided through Nazareth Housing and its community partners. In this role, you will conduct community outreach and develop collaborative relationships both within Nazareth Housing and local community organizations.

Responsibilities: Oversees all aspects of the operations of Louise's Pantry Program LES site and supports the Homelessness Prevention team.

- Orders food for the pantry, monitors nutritional content, tracks inventory, receives weekly deliveries, keeps budget for foods ordered, and sends invoices to Administration for food orders.
- Recruits, trains and supervises volunteers to ensure adequate staffing levels and quality service.
- Directly manage and oversee Louise's Pantry "day of" site operations.
- Ensures that all clients are properly registered and that client intakes are completed in accordance with program guidelines and regulatory requirements.
- Ensures food pantry, storage room, etc. are all clean and well organized
- Complies with NYC and NYS food safety/food handling guidelines and maintains licensing requirements.
- Monitors annual program spending allocation in accord with program budget.
- Manages client data input into the Plentiful and Foothold/Awards system and provides monthly reporting to leadership. Use the system in the data to drive ordering and volunteer needs. Collaborate with Nazareth Housing program staff to provide other services such as access to SNAP, housing assistance, and domestic violence services to Louise's Pantry clients.
- Conduct outreach to the neighboring areas of the LES and build collaborative relationships with other pantry providers.
- Participate in tabletop and other community outreach events along with other members of the Homelessness Prevention team.

Qualifications

- Strong commitment to Nazareth Housing's mission of serving underserved and vulnerable New Yorkers.
- Bachelor's degree in Social Work, Mental Health, Counseling Psychology, or related field preferred.

- Three or more years of relevant professional experience in the human services, food security, community engagement or outreach sectors.
- Excellent organizational, time-management, and written/verbal communication skills
- Demonstrated project management skills.
- Motivated self-starter; comfortable working alone and in teams
- Excellent interpersonal skills with team members, volunteers, and clients, required.
- Bilingual English / Spanish is preferred
- Experience with Plentiful preferred; Foothold/Awards, Microsoft Office Suite, and Google Drive required.
- Understands the needs of low-income families and is comfortable working in a diverse setting.
- Ability to solve problems, make decisions, resolve conflicts and listen.

Position Type and Expected Hours of Work:

- This is a full-time, non-exempt position. Workdays and hours are generally 9:00 am to 5 pm Monday – Friday except for Thursday 8:00 am to 4 pm.
- Additional hours may be required to meet program deadlines or client needs.
- Travel to the Bronx may be required from time to time to assist staff at Louise’s Pantry’s Bronx location.
- Must be willing to work occasional weeknights 5–8 pm and weekend dates as required whether in the Bronx or Manhattan.
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Benefits: Generous benefits include:

- Paid vacation, personal days and sick leave
- Health insurance commences upon employment
- Flexible savings account
- Employee wellness initiatives

Salary: \$42,000 - \$45,000

To Apply: Submit your resume and cover letter with salary requirements to jobs@nazarethhousingnyc.org.

Nazareth Housing requires all new employees to be fully vaccinated against COVID-19 as a condition of employment, unless they qualify for a reasonable accommodation for medical or religious reasons. Accordingly, new employees must submit proof of vaccinations prior to the commencement of employment, unless reasonable accommodation is granted.

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race,



color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.



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