



POSITION TITLE

Village Pantry Assistant

REPORTS TO

Pantry Manager

GENERAL PURPOSE

The Village Exchange Center (VEC) is a community center and multi-faith worship space that celebrates religious and cultural diversity by creating an inclusive environment where residents from all backgrounds can practice, interact, share, and develop together. Our Village Pantry is dedicated to increasing access to fresh and culturally relevant food while serving as a gathering space for cultural exchange, education, and celebration. The primary role of the Village Pantry Assistant is to assist the Pantry Manager in implementing the weekly pantry distribution and helping with the day-to-day tasks of managing a dynamic urban pantry. We seek an individual whose life experiences is similar to the culturally diverse communities we serve.

PRIMARY RESPONSIBILITIES

The following responsibilities are essential functions of the position. Successful applicants will be able to perform these functions with minimal supervision:

- Support the Pantry Manager in daily operations and implementing the Village Pantry Programs
 - Load, unload, and move products within VEC building, with the assistance of volunteers;
 - Place orders with vendors;
 - Lead beginning check-ins with volunteers, delegate responsibilities, and support volunteer meetings
 - Complete pick-ups and deliveries of food and hygiene products in Denver metro area
 - Manage and develop positive relationships with volunteers and staff;
 - Inventory dry storage and maintain an orderly system;
 - Create a pleasant and welcoming environment for the communities we serve;
 - Provide translation services as needed;
 - Support digital data entry and reporting on program deliverables, including pantry visits, food distribution, volunteer hours, and other data as requested.
- Support a safe and clean environment at VEC
 - Maintain clean warehouse and pantry, following food safety procedures;
 - Attend worker and food safety trainings as required;
 - Janitorial & maintenance tasks as needed;
- This position will coordinate and facilitate individual volunteers during community volunteer days and assist recruiting, coordinating, and providing oversight to recurring volunteers.
- Administrative
 - Participate in weekly staff meetings;
 - Participate in bi-weekly program meetings;
 - Complete all necessary timecards and purchasing reporting;
 - Support internal VEC events, as needed;
 - Personal commitment to the VEC mission, vision, and values.

SKILLS & EXPERIENCE

- 1-2+ years in working with non-profit programs, volunteers, and food distribution
- A successful record in building and leading multi-generational and/or multi-cultural teams.
- Ability to physically work within a variety of conditions, including working alone (i.e., working long days, in diverse weather conditions, standing or bending for long periods of time, with heavy lifting).
- Ability to work in a fast paced and rapidly changing environment during pantry days
- Willingness to take initiative and follow-through on tasks.
- Pragmatic, outcome-driven, positive, forward thinking, and interested in experimenting.
- Knowledgeable about the political and cultural context of VEC community.
- Ability to establish and maintain relationships with individuals and organizations.
- Solid program development skills, including long-term project planning.
- Solid skills in managing individuals, including delegating work and conflict resolution.
- Bilingual English/Spanish.
- Strong problem-solving skills.
- Excellent interpersonal and communication skills.
- Willingness to collect data and help to support reporting duties.

SUPERVISORY DUTIES

Volunteer oversight

NOTE

This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications associated with the position.

SALARY

Salary: \$48,000.00

BENEFITS

- Paid holidays
- Paid time off and sick leave
- Medical and dental insurance

LOCATION

Village Exchange Center main office is located at 1609 Havana Street Aurora, Colorado.

JOB TYPE

Full-time

HOURS

9:00 - 5:00pm, Monday – Friday

DESIRED START DATE

November 4th, 2024

TO APPLY

Please send a cover letter, a current resume to Andrea Zimmer at Andrea@villageexchangecenter.org

Application will remain open until November 15th, 2024 or until the position is filled.

The Village Exchange Center is an equal opportunity employer. We value and inclusive workforce and culture. VEC encourages applications from all qualified candidates without regard to race, ethnicity, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship status, disability, veteran status, and record of arrest or conviction. VEC encourages candidates from non-dominant communities to apply.