

## **Short Term Emergency Aid Committee – Food Program Coordinator**

The Short Term Emergency Aid Committee (STEAC)'s purpose is to provide immediate, short-term emergency aid to families and individuals with incomes at or below the federal poverty level who live in Yolo County. Assistance includes providing help with food, homelessness prevention, utilities and job readiness.

### **Position: Food Program Coordinator**

**Description:** STEAC seeks an energetic organizer to join our small non-profit staff in Davis, CA. We are looking for someone to be a part of a collaborative team that provides support to STEAC's Food Program manager and Kids Pack Coordinator in running and expanding STEAC's Food Programs. The Food Program Coordinator will split time between STEAC's facility sites. Approximately half of the time will be spent at STEAC's Davis office site scheduling volunteers, supporting volunteer recruitment, and increasing food donations. The other half of time will be spent at the STEAC Food Pantry in Davis and warehouse site in Dixon supporting food drive events and food program operations. This position will provide the successful applicant the opportunity to take on increasing responsibility. Experience organizing volunteers and events highly preferred. As a volunteer driven organization that is focused on providing support to those experiencing poverty, STEAC is looking for an individual comfortable working with volunteers and clients with compassion and flexibility.

### **Responsibilities Will Include:**

- Under supervision of Food Pantry Manager and Food Packs Coordinator, support STEAC's programs by coordinating volunteers and drivers, supporting purchasing and food inventory management, and managing facility upkeep and maintenance.
- Manage food pantry and kids packs volunteer schedule on a weekly basis. Manage STEAC volunteer applications with online software and serve as main contact for volunteer opportunities.
- Plan and manage approximately 9 food drive events throughout the year.
- Work with STEAC staff to promote food program and donation growth.

### **Qualifications:**

- Experience organizing volunteers and events.
- Completed college degree or commensurate experience. Career changers welcome.
- Ability to communicate in a professional manner with stakeholders and community contacts via in-person, phone, written, and online settings.
- Comfortable using office software including Microsoft Word, Excel, and online applications.
- Valid driver's license and clean driving record required. Position includes driving STEAC vans.
- Position is physically challenging requiring frequent transport and moving of boxes weighing up to 30 pounds.
- Self-motivated, good organizational skills, ability to prioritize, multi-task, and meet deadlines.
- Patience and compassion in working with volunteers and clients.
- Enthusiasm for the mission of STEAC and the families we serve.

**Hours:** Part-time position Hours: Up to 20 hours/week, Flexible schedule. Occasional Saturday availability required as STEAC food drives occur on Saturdays approximately 9 times a year.

**Compensation:** \$19-22/hour commensurate with skills and experience. Sick leave provided.

**To Apply:** Please submit an email with resume, a completed STEAC job application, and a cover letter to [steac@steac.org](mailto:steac@steac.org).

*STEAC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*