

## **JOB DESCRIPTION**

**JOB TITLE:** Program Coordinator

**EMPLOYER:** Martin Luther King Community Center

**DEPARTMENT:** Hunger Services

**REPORTS TO:** Director of Hunger Services

**Pay:** \$21.00/hour

**Full Time Position: Benefit Eligible (Health, Vision, Dental, Life/ADD, STD, LTD)**

**Schedule: Tuesday through Saturday**

**Hours: 35 – 40 hours per week**

### **SUMMARY:**

This position is responsible for assisting with all facets of the Hunger Services program they have been assigned to. Which may include food inventory, stocking, loading/unloading truck, set-up/breakdown, assisting with various Hungers Services programs, such as Produce to the People, the North End Food Pantry and the Breakfast Program, interacting with clients, staff, volunteers and other community organizations.

### **DUTIES AND RESPONSIBILITIES:**

- Assists/ participates with all facets of the Hunger Services program execution.
- Receives and processes donations and deliveries and pick-ups.
- Drives the Center vehicles when necessary.
- Works as a team member with MLK Center staff and particularly the Hunger Services staff.
- Performs phone work, and data entry.
- Shops at local merchants for pantry products.
- Stocks, and sorts the pantry.
- Performs light cleaning, and box recycling.
- Assists with other hunger services programming.
- Performs other related duties as assigned by management.

### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

### **QUALIFICATIONS:**

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.

#### **Certificates, licenses and registrations required:**

- Valid driver's license and good driving record.
- Employment contingent upon successful background screening.

- **Computer skills required:**
  - Database Software;
  - Word Processing Software (Word);
  - Microsoft Office (Outlook);
- **Other skills required:**
  - Able to perform rigorous physical duties: lifting, carrying, moving items, climbing in/out of box truck and van, etc.
  - Have courteous and intuitive interactions with clients.
  - Possess strong communication skills.
  - Possess strong organizational skills.
  - Have a strong desire to learn.
  - Empathetic, courteous, and highly organized.

### COMPETENCIES:

- **Community Relationship Success:** Treats all clients, donors and members of the community with dignity and respect. Resilient in handling stressful and challenging situations, while maintaining a positive attitude. Problem solves and can pivot to meet the challenges of the situation.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Planning/Organizing** - Prioritizes job responsibilities; Uses time efficiently; Sets goals and objectives.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
- Continually required to walk.
- Occasionally required to sit.
- Continually required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Occasionally exposed to wet and/or humid conditions (non-weather).
- While performing the duties of this job, the noise level in the work environment is usually loud
- The employee must frequently lift and/or move up to 50 pounds.