Oregon State University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those who are from traditionally underrepresented groups, including students who are of color, women, LGBTQ, international students, veterans and people with disabilities to apply.

The OSU Emergency Food Pantry aims to provide nutritious, culturally appropriate, local, seasonal, emergency food to people needing assistance. The two Food Pantry Coordinators will organize the operation of the Food Pantry including but not limited to supervision of Pantry hours, records, USDA reports, food orders, donations, and relationships with the Nonprofit Fiscal Sponsor. The FCs will serve with the Internal Coordinator and External Coordinator to provide leadership and guidance for the OSUEFP and HSRC staff. The FCs report directly to the Human Services Resource Center Coordinator.

Job Responsibilities:
- Oversee and facilitate cooperative leadership and operations of OSUEFP
- Partner with the External Office Staff to do outreach, education, trainings, and events
- Take part in the hiring and supervision of HSRC staff
- Facilitate and oversee operations whenever OSUEFP is open
- Complete bi-monthly food orders from the regional food bank
- Collaborate with the EC and IC to maintain a tracking system for client services including donations, volunteer hours, and Food Pantry events
- Maintain operations handbook to ensure continuity of operations
- Maintain financial records and donation records
- Submit monthly USDA reports to regional food bank
- Prepare Food Pantry section of the HSRC Annual Report
- Work with the Media and Public Relations Coordinator as contact for OSUEFP with press and other media
- Work to diversify funding services through grant writing, private donations, and other means
- Collaborate on summer projects
- Cross train with other HSRC staff
- Support the efforts of other HSRC staff, including but not limited to volunteer recruitment and training, events, presentations, subsidies, Mealbux, and Emergency Housing
- Provide client access to emergency food in the HSRC office
- Communicate regularly with campus partners to engage in joint projects when appropriate
- Maintain clear professional and personal boundaries with students served
- Maintain the highest levels of confidentiality when dealing with student information and sensitive situations
- Respond to inquiries from students in a timely manner
- Provide general office support, such as answering phone calls, replying to emails
- Greet visitors in a positive and professional manner
- Other duties as assigned

Qualifications:
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits.
- Must have a minimum GPA of 2.5
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Must have working knowledge of standard PC programs, such as Word, Excel, Access, Publisher, PowerPoint, etc.
- Must be knowledgeable of social media advertising and outreach (Twitter, Facebook, Blogs etc.)
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chican@, Hispanic, Latin@, Native American, Alaskan Native, LGBTQQI, students in poverty, veterans, and students with disabilities, as well
Human Services Resource Center
Food Pantry Coordinator
POSITION ANNOUNCEMENT

as those with various spiritual/religious beliefs and political affiliations).

- Must be available for the following:
  - HSRC/OSUEFP Staff Meetings and Trainings
  - Some evening and weekend hours

Term of Employment: As soon as possible – June 18, 2013
Hours: **approximately** 10-15 hours/week (Fall, Winter, and Spring terms)
Compensation: $9.50/hr