



## Food Center Coordinator (AmeriCorps)

### FRIEDENS FOOD PANTRIES

#### Mission and Purpose

*Friedens is a network of food pantries in Milwaukee nourishing the body, mind, and soul. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.*

As the largest food pantry network in Milwaukee, Friedens Food Pantries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the holistic food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity. We partner closely with StreetLife Communities, which is an organization dedicated to providing outreach and support to individuals experiencing homelessness.

The Food Center Coordinator position promotes the community food center model at Friedens that integrates food access, food education, food sustainability, and food advocacy in a vibrant, welcoming, trauma-informed community space. The position allows an individual the opportunity to grow in experience, knowledge, and job skills while supporting Friedens' food programs and engaging directly with pantry shoppers.

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

**Work Type:** Full Time (100%), Hybrid Virtual/In-Person

**Term:** September 2022-August 2023

#### Overview:

- One-Year Paid Internship Program through AmeriCorps Wisconsin which reports to the Program Manager of Friedens Food Pantries
- Upon successful completion of service year, the individual is eligible for a \$6495 educational award that can be utilized to go back to school, pay off qualified student loans and/or several other specified uses
- Make a lasting positive impact by supporting community health work
- Receive ongoing professional skills training throughout the year to build your resume
- Earn a bi-weekly living stipend of \$825
- No-cost health, vision and dental insurance
- Low- to no-cost child care assistance



- Ten paid holidays are observed for all staff: New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve

### **Essential Duties and Responsibilities:**

1. Help realize our mission of building communities of peace, hope, and dignity with our community
2. Build community through food education, which includes:
  - a. Managing teams of volunteers to provide nutritious and culturally specific food sampling
  - b. Working with dietetic students and other interns to conduct on-site cooking demonstrations to build food literacy
  - c. Growing our community meals
3. Work alongside teams of volunteers to grow avenues of on-site food production including hydroponic greenhouse towers and an outdoor community garden
4. Collaborate with community partners to offer wrap-around support for our pantry visitors
5. Engage directly with pantry visitors to assist them in resource navigation and involve them in programs at the pantry sites
6. Assist with the clean, safe, and efficient day-to-day operation of the Food Pantry network, including some Saturday mornings
7. Implement food pantry policies and procedures as directed, including handling and sorting produce and dry good deliveries
8. Assist Executive Director and Operations Manager with other duties as requested

### **Required Knowledge, Skills and Abilities:**

- Affinity with the overall mission of Friedens Food Pantries
- Valid Wisconsin driver's license and good driving record
- High School Diploma or GED
- Commitment to helping clients meet their nutritional needs
- Excellent communication skills- listening, speaking, and writing
- Ability to relate comfortably with people who work at our pantries and use our services
- Skilled in use of Microsoft Office applications and email, and google suite
- Willingness to learn, adapt, and grow
- Basic cooking skills and ability to scale recipes

### **Working Conditions**

- Work Location: open office workspace with active team atmosphere.
- Physical Requirements: lifting 50 pounds or less, moving boxes or packages of food, loading/unloading a van, pushing a dolly, climbing stairs
- Equipment Used: computer, printer/copier, tablets, electric pallet jack

To apply for this position, please send your resume or CV with a cover letter to: [jobs@FriedensPantry.org](mailto:jobs@FriedensPantry.org)