



Assistant Site Manager (AmeriCorps)

FRIEDENS FOOD PANTRIES

Last edited 6/1/2022

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 Assistant Site Manager works closely with the Pantry Site Manager in the day-to-day operations of the food pantry, including, but not limited to data management, supervision and coordination of food pantry volunteers, restocking of food pantry items, serving our clients, and helping the pantry run smoothly. The Assistant Site Manager also works closely with StreetLife Communities to oversee and coordinate homeless outreach programming.

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:

Assistant Site Management with Friedens Food Pantries (50% of time)

- Help realize our mission of building communities of peace, hope, and dignity with our community
- Assist Site Manager and Operations Manager with the clean, safe, and efficient day-to-day operations of the Food Pantry: including receiving deliveries, stocking shelves, and serving community members (some Tuesday nights and Saturdays required)
- Assist with internal data tracking and conducting client intake as needed
- Oversee volunteer shifts at various pantry locations: including volunteer orientation, assigning tasks, and creating community engagement
- Implement food pantry policies and procedures as directed, including handling and sorting produce and dry good deliveries
- Assist Operations Manager as needed with the coordination of community food drives and food deliveries
- Assist with social media and outreach to volunteers and community members
- As appropriate: aid in volunteer recruitment and scheduling with Volunteer Manager
- Assist Site Manager and Operations Manager with other duties as requested

Outreach with StreetLife Communities (50% of time)

- Provide community outreach with StreetLife teams on a weekly basis (Wednesday evenings and some Saturdays)
- Prepare and pack supplies for weekly outreach shifts
- Provide administrative support to StreetLife Manager
- Track and report data of community resource distributions
- Coordinate donation pickups and receiving deliveries
- Monitor and report inventory levels to StreetLife Manager and Operations Manager to ensure adequate resource levels are maintained

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



Working Conditions

- Work Location: open office workspace with active team atmosphere, outdoor street distributions in the community
- 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