The program coordinator will work 15 hours a week coordinating the food pantry, clothing closet, and partner services that Loaves and Fishes offers. The Program Coordinator will work in close collaboration with the executive director to implement and evaluate programs, manage volunteer recruitment and retention, and communicate with volunteers, partners, and donors.

Core duties:
- Direct Loaves and Fishes’ programming, ensuring organization has the resources to meet client needs and report on activities
- Recruit, coordinate, and develop a robust pool of program volunteers
- Work closely with partners that align with the mission and goals of Loaves and Fishes identified in collaboration with the executive director
- Manage the registration process for new clients
- Communicate Loaves and Fishes’ mission and activities to diverse audiences
- Ensure safety of all who visit Loaves and Fishes by implementing and enforcing public health guidelines
- Lead food pantry and clothing closet activities including by lifting boxes of food and bags of clothing up to 50 lbs. for sustained periods of time
- Manage social media accounts
- Other duties to be assigned

Skills
- Collaborate and work effectively as part of a team
- Plan and implement procedures to improve efficiency
- Delegate tasks efficiently
- Organize and allocate resources for task achievement
- Work with and empower diverse volunteers and guests
- Monitor progress towards desired objectives
- Solve problems to overcome obstacles and challenges
- Build positive relationships with volunteers and guests
- Recruit and develop volunteers
- Identify and resolve conflict
- Utilize technology effectively

Ideal candidates will have many of the following attributes
- Speak Spanish or other relevant language (Haitian Creole, Portuguese, etc….)
- Live in New Haven
- Interest in food justice and food systems
- Our services are primarily used by marginalized people in the Greater New Haven Area — including people of color, people from working class backgrounds, women and LGBTQ people. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities

Compensation: $22-$26/hour

Interested applicants can submit resumes and cover letters to jcramer@loavesandfishesnh.com or at www.idealist.org