

Woodstock Pantry Outreach Coordinator Position

This position manages the Pantry and Hot Meals programs by recruiting, supporting, and creating community for the volunteers and the neighbors we serve. The Outreach Coordinator must have:

- the flexibility and creativity to manage the inevitable challenges.
 - the humility to make things right when mistakes are made.
 - the mindset to model and nurture a joyful welcome to all.
 - the administrative and leadership skills to make the Outreach programs work.
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Every Friday the Pantry receives groceries from the Oregon Food Bank and packs about 180 dry good bags and 180 produce bags. We distribute about half these bags to neighbors who drive up, bike up, or walk up between 12:00 and 2:00.

Every Saturday has three initiatives:

- The second half of the pre-packed food bags are distributed as per Friday.
 - Cultivate Initiatives parks a laundry/shower truck in our parking lot for those who need it. Clothes, hygiene items and harm reduction supplies are distributed.
 - Between 8:30 and 12:30 a sit-down hot meal is prepared and served onsite to approximately 70 onsite neighbors. Approximately the same amount is distributed as take-out meals.
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The following tasks are the heart of the program and happen every week. The Outreach Coordinator will support volunteers to be sure it all gets done.

- **All Week** -- Respond to emails, troubleshoot.
- **Wednesday/Thursday** -- Short, flexibly scheduled Zoom meetings about food ordering for the week.
- **Thursday** -- Send out FYI This Weekend email to our volunteers. Keep an eye on the volunteer sign-ups. Do all that is necessary to set up for the weekend.
- **Friday** -- Meet the Oregon Food Bank truck with the Receiving Team at 7:00 AM. Unpack and organize the food. Support the Packing Team from 9:00 AM - 11:00 AM and the Distribution Team from 11:00 AM - 2:00PM. Clean up.
- **Saturday** -- Arrive at 8:30 AM to initially support the Hot Meals Team. At 10:00 AM welcome and support the Cultivate Initiatives shower and laundry truck, and possibly a team of student nurses. From 11:00 AM - 2:30 PM support the Distribution Team through clean up. From time to time, check in with Hot Meals to assist as needed. Later, send out the Neighbors Helping Neighbors eNews Brief email.

Other Duties

- Monthly reports to Oregon Food Bank, Clackamas Service Center, Save Lives Oregon.
- Regular communication with the Rector of All Saints.
- Nurture relationships with the community: Reed College, local businesses, local gardeners.
- Monthly Zoom meeting with Hot Meals leads.
- Budget management.
- Recruit and nurture volunteers.
- Support the Pick-Up Team who pick up donations.

- Adapt procedures as we move into the new pantry building.
- Prepare for yearly site review from Oregon Food Bank.
- Seek partnerships to improve what we offer.

Compensation is \$25/hour for 15 hours a week with two weeks paid leave.

To apply, email office@allsaintspdx.org with resume and share about your specific interest and suitability for this role. More at <https://www.allsaintspdx.org/outreach/>