

# **HELP WANTED – COMMUNITY OUTREACH ASSISTANT**

## **at Smith Memorial Presbyterian Church and the East County Food Pantry**

### **Purpose of the Community Outreach Assistant:**

The Community Outreach Assistant's primary job is to lead, administer, and coordinate the ministries and volunteers of the East County Food Pantry at Smith Memorial Presbyterian Church while building positive relationships between the church, the food pantry, and the community.

### **Qualifications:**

1. Loves God and cares about people. Both a strong faith in Christ and great people skills.
2. Ability to see patterns in the needs of the community and can help match the church's resources with those needs.
3. Competent in the use of a computer and internet to email volunteers and to order food from the Oregon Food Bank on a weekly basis.
4. Access to a car to pick up supplies and run errands. Can work with others to physically lift heavy boxes as needed (up to 45 lbs) and help set-up large tents and canopies.
5. Understands the relationship between faith and service. Open to direction and sharing new ideas to enhance our ministry and care for people in our community.
6. Willing to work every other weekend to welcome and greet people during both our Saturday morning drive-thru food pantry and our Sunday morning worship service.
7. Pass a criminal background check and follow all health and safety guidelines.
8. Undergo Oregon Food Bank training and acquire a food handler's permit.

### **Position Description:**

The East County Food Pantry at Smith Memorial Presbyterian Church was started 2 years ago during the pandemic and has grown from serving 30 households every Saturday morning to now serving about 250 households every Saturday morning. The purpose of the East County Food Pantry is to provide free food resources to anyone in need while building positive relationships among the community in such a way that fosters collaboration, health, dignity, and love.

We have a strong group of about 36 volunteers, for which the Community Outreach Assistant will be tasked with leading and coordinating. Plus, we regularly welcome 2 or 3 new volunteers every week like students from local schools who help with one-time service projects. Volunteers come from many different backgrounds, ages, and ethnicities. We have a mixture of volunteers from the church, community, nearby schools, service clubs, government entities, and business partners. About half of our volunteers are recipients who are also food insecure. As a local organization, we strive to reach out to East (Multnomah) County residents from all walks of life regardless of race, ethnicity, language, religion, color, gender, disability, or sexual orientation.

The Community Outreach Assistant will also work with the pastor and other volunteers to help with the ordering and sorting of food, setting up of tables, discerning ways to expand or enhance the partnership of the church with the food pantry, planning special events, and interacting with food pantry recipients to get to know them as persons.

### **Compensation:**

This will be a part-time position of working 9-17 hours per week at \$20.00 per hour.

## **Work Schedule:**

### Thursdays, 9:00 am to 12:30 pm – 3 ½ hours

Various administrative tasks. Check emails and voicemails. Coordinate delivery of food from Clackamas Service Center. Do an inventory of current stock and estimate the need for the weekend. Order food from the Oregon Food Bank. Send a reminder to new volunteers and/or recruit additional volunteers. Might need to drive to a store to pick up food, bags, or other supplies. Make sure everything is set up for Friday and place food pantry signs on the wall.

### Fridays, 9:00 am to 12:30 pm – 3 ½ hours

Set up and greet Friday volunteers. Train any new volunteers. May need to drive to Fred Meyer or Winco to pay for special items like milk, and eggs. Facilitate the unloading of the Oregon Food Bank truck and work with a group of volunteers in the making of 250 non-perishable bags. Take pictures of food or volunteers to be used for this week's social media post. Post social media announcements and then write a Food Pantry Plan email to all of the Saturday volunteers.

### Every other Saturday, 8:45 am to 1:15 pm – 4 ½ hours

Open doors and set up. Greet volunteers. Train any new volunteers. Ensure that the unloading of the Urban Gleaners food truck goes smoothly. Lead Team Meeting with the volunteers. Facilitate the food distribution to about 250 households. Meet and interact with the people who come to the food pantry. Oversee clean-up.

### Every other Sunday, 9:30 to 11:30 – 2 hours

Socialize with people and help create a welcoming environment. Join the congregation for worship. Socialize and greet people after worship

### Flexible Time – 2 to 2 ½ hours

Networking, organizing, planning, dreaming, learning and meeting. This can include attending meetings, brainstorming new ideas, inviting people to coffee/lunch, going on a tour of other churches or food pantries, attending a Chamber of Commerce event or community festival, making phone calls, sending emails, writing a newsletter article, meeting with a local social worker, and/or participating in another event at our church where there are opportunities to get to know people better.

**Please email a letter of interest and resumé to Brad Busiek, who is the pastor of Smith Memorial Presbyterian Church, at [bradbusiek@yahoo.com](mailto:bradbusiek@yahoo.com) by Tuesday, October 11.**