

Food Ministry Coordinator - Part-Time

Fern Street Food Ministry
The Universalist Church of West Hartford

15 hours/week for a one-year contract
Weekly, on-site, posted office hours required.
Will include weekend and evening hours on occasion.

The Fern Street Food Ministry seeks a part-time coordinator to provide administrative support and volunteer management/development for its volunteer programs. The coordinator will support all Food Ministry operations including Community Breakfasts, the Food Pantry, the Backpack Program, Have a Heart, and the Mobile Food Truck food distribution program. Duties include financial management, administrative support, volunteer recruitment and development, fundraising development, organizational partner relations, and community liaison.

The coordinator will also be expected to work closely with the Food Ministry Advisory team to identify strategic opportunities for program growth and future planning. While the coordinator will support program leaders and their work, program operations will be managed by the volunteer program leaders.

Applicants must demonstrate strong customer service, communications, and teamwork skills with people of many cultures and backgrounds, from clients to volunteers. Experience in team leadership and collaborative management is necessary for success in this position, particularly in terms of organizational, entrepreneurial, and project management skills.

Minimum Requirements:

- Associates degree or 4+ years applicable work experience.
- Demonstrated computer skills and/or the ability to quickly learn and use new programs, including Excel, Word, Constant Contact, Google Drive and Google Docs.
- Experience managing a budget, people and inventory.

Not required but a plus to have:

- Non-profit and fundraising experience
- Knowledge of regional programs serving the food insecure
- Certified Food Safety Manager
- Experience in the foodservice industry

Reports to: Rev. Dr. Adam Robersmith
Senior Minister of the Universalist Church of West Hartford
also works closely and collaboratively with the Food Ministry Advisory Team.

Send Resume and Cover Letter to:
Rev. Dr. Adam Robersmith: minister@westhartforduu.org