



Job Announcement

Food Pantry Manager

Keystone Opportunity Center is a nonprofit organization located in Souderton, Pennsylvania, whose mission is to educate, encourage, and empower community members in need to become self-sufficient. To accomplish this mission, Keystone provides the community with a food pantry for people experiencing food insecurity, affordable housing options for people experiencing housing instability, and educational opportunities that support community members to increase their employability.

Keystone Opportunity Center is actively seeking a full-time Food Pantry Manager to oversee all operations of our food pantry and Fresh For All Program. Our food pantry serves over 210 families every month, while the Fresh For All Program serves over 200 families every week.

JOB DESCRIPTION:

- Be the public face of Keystone Opportunity Center's food pantry
- Oversee the neighbor experience, from intake to receiving food assistance
- Manage pantry staff and volunteers to ensure efficient and friendly service
- Coordinate food drives, purchase orders, and donations to ensure our shelves remain fully stocked
- Lead data management efforts, including, but not limited to tracking funds available, funds spent, and number of families served
- Create monthly thank you letters for the pantry donors and volunteers
- Assist with data reporting for grants and other pantry funders
- Represent Keystone Opportunity Center's food pantry in trainings, conferences, inter-agency gatherings, or other community functions
- Assist with fundraising, marketing, and communications regarding the pantry, as needed
- Assist with the coordination of special events, such as Holiday Bags, Backpack Drive, and Winter Coat Drive
- Other duties as assigned

REQUIREMENTS:

- Associates Degree or combination of education, training, and experience
- Ability to flexible throughout the work day and work independently
- Strong communication/ interpersonal skills; able to work cooperatively with people of all ages, ethnic backgrounds, socioeconomic levels; ability to communicate clearly to neighbors in a concise manner i.e. writing, speaking
- Able to maintain the strictest confidentiality standards regarding client and organizational information
- Professional, friendly demeanor

- Team approach to work
- Able to meet deadlines, prioritize, and model excellent time management skills
- A passion for working with people of diverse backgrounds
- Access to a reliable transportation to meet work responsibilities
- Working knowledge of computer software applications, including Microsoft Word, Excel, Outlook, Zoom, Cell phone texts
- Commitment to the mission of Keystone Opportunity Center, assisting others in addressing food insecurity, housing instability, and financial insecurity
- Ability to lift and carry 40 pounds

REPORTS TO:

Executive Director

SALARY:

\$40,000 to \$50,000 per year.

TO APPLY:

Interested candidates must submit a resume and cover letter that includes each of the following elements to employment@keystoneopp.org.

EEO POLICY STATEMENT:

Keystone Opportunity Center is an equal opportunity employer. Keystone does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, genetics, age, national origin, disability, protected veteran status, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training.