Home Delivery Coordinator Position Description

Part-Time (25-30 hours/week)

The Coralville Community Food Pantry is an anti-hunger nonprofit organization providing critical and innovative food assistance services to the greater Coralville community. We believe that food is a human right and that food has the power to bring people together. Our vision is to build a stronger, healthier, and hunger-free Coralville community.

Reporting to the Executive Director, the Home Delivery Coordinator (20-25 hours/week) will be responsible for strengthening our new Home Delivery Program, which currently provides 75+ grocery deliveries each week to community members who face transportation or health barriers.

Key Responsibilities

- Providing friendly and helpful service towards food pantry members
- Confirm and schedule food delivery orders by phone
- Update online order form and check food inventory daily
- Fill and organize food orders
- Recruit, train, and schedule volunteers to fulfill food delivery shifts
- Deliver orders as needed using company van
- Further develop curbside pickup program
- Manage program data and formulate requested reports
- Assist with weekly food procurement acquisitions

Education, Experience, & Preferred Qualifications

- High School Diploma or Equivalent required (Bachelor’s degree preferred).
- Compassion for all, positive attitude, and ability to maintain confidentiality.
- Experience training, scheduling, and guiding volunteers.
- Strong interpersonal skills, organization, written, and verbal communication skills.
- Proficiency in Spanish or French language (spoken & written) is a plus.
- Experience using computer with intermediate skill level for word processing, data management and communication, specifically including Microsoft Word, Excel, & Access.
- Commitment to service, comfortable making and implementing decisions, comfortable with ambiguity.
- Demonstrated ability to prioritize tasks.
- Experience working in a non-profit social services organization.
- General availability Tuesday (10-6), Wednesday (12-7), Thursday (9-12), Friday (9-12), & Saturday (9:30-1:30)
- Ability to routinely lift and move 50+ pounds.
- A valid driver’s license is recommended to make deliveries.
Compensation:
This is a part-time (25-30 hours per week) position paying $17.50/hour.

Benefits Package
- Health + Dental Insurance (CCFP covers 50% of monthly premium)
- Paid Time Off including vacation, sick and personal days
- Paid Holidays
- Employees receive a retirement match of up to 3% of salary by CCFP

We place high value on Work + Life Balance in our organization. This position will have the ability to work up to 6 hours remotely per week.

Applications due Monday, February 21 at 5pm. Applicants should submit a Cover Letter and Résumé (with 3 references) to the CCFP at: john@coralvillefoodpantry.org or mail to: Coralville Community Food Pantry, Attn: Hiring Committee, PO Box 5523, Coralville, IA 52241.

The Coralville Community Food Pantry is an Equal Opportunity Employer.