

Job Opportunity: Partnership Place Coordinator - Johnston's Partnership Place



DMARC Food Pantry, Johnston Clothes Closet and Community Resource Center

The Johnston Partnership is seeking an individual with a passion for making a difference for families in the Johnston community. Responsibilities include computer, record-keeping and management skills to manage operations of Partnership Place. This position would require around 50 hours per month. The Partnership Place Coordinator is an employee of Johnston Partnership.

Responsibilities include:

- Data Entry
- Volunteer Coordination and Supervision
- Management of Food Inventory (perishable and non-perishable), Orders and Supplies weekly
- Coordination of Non-Perishable Food, Bread and Produce Deliveries/Pickups
- Coordinate Holiday Meal Assistance (Thanksgiving, Christmas, Easter)
- Coordinate and Supervise Volunteers in Packaging Food and Sundry Items
- Build relationships and create community connections
- Manage Donations and Report Totals Monthly to Program Director
- Attend Partnership Place Operations Committee meeting monthly
- Attend DMARC meetings at DMARC Offices
 - I-Count Data Entry 2nd Tuesday Every Other Month from 8:15-9:15 am
 - Food Pantry Director 3rd Tuesday Every Month from 8:15-9:15 am
- Other duties as needed

Pay is negotiable at a rate of \$10-12/hour based on qualifications.

Send resume and letter of interest to:

Johnston Partnership

P.O. Box 975

Johnston, Iowa 50131

or to johnstonphc@gmail.com