

Job Title	Food Pantry Associate
Employer/ Agency	Emergency Aid Coalition
Job Description	<p>The “go to” person on duty during the operation of a food pantry focused on serving the working poor. Directly participate and lead delivery of client services and pantry operations. This is a hands-on position that will require the individual to work independently and successfully lead volunteers to work with clients and help with pantry operations including product organizations.</p> <p>Hours: 20-30 hours per week Wage/Salary: Paid Position Work Schedule: Mon-Fri 2:30p-8p, Sat 9a-4p</p> <p>Responsibilities: Assisting with client interview and service delivery. Maintaining pantry and cleaning areas of pantry as required. Leading volunteers of varying competencies in above responsibilities. Working and communicating effectively with co-workers. Other duties as assigned</p> <p>Skills/Characteristics: Reliable and prompt. Will be opening the pantry and must be on-time. Self-starter and ability to work independently. Ability to express authority with kindness and compassion. Ability to demonstrate empathy and patience in difficult situations. Ability to quickly gain the confidence of volunteers and to successfully lead these individuals in required tasks. Ability to work with people of varying competencies. Ability to multi-task as required to successfully deal with simultaneous client requirements, volunteers and pantry operations issues. Ability to do basic housekeeping and cleaning skills. Ability to stand for long periods of time and walk a distance of at least one mile with ease. Excellent communication skills.</p> <p>Preferred: College Degree. Bi-Lingual – Spanish (a plus)</p> <p>The mission of the Emergency Aid Coalition (EAC) is to serve as an interfaith association of congregations covenanted to promote the self-sufficiency of our clients by assisting them with basic needs. EAC provides grocery, clothing and sack lunch services to families living at or below the poverty guidelines.</p> <p>EAC is committed to providing a workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. The EAC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and our ability to fulfill the agency’s mission.</p> <p>The EAC is committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported. The EAC seeks to recruit persons of diverse backgrounds and support the retention and advancement of diverse persons within the agency. The EAC recognizes that the diverse knowledge, perspectives, ideas, experiences and qualities of all employees are critical to our success. The leadership and employees of the EAC are committed to achieve and supporting the EAC’s ongoing commitment to a diverse and inclusive workplace.</p>
Qualifications	College Degree. Current employees have advanced degrees.
Employer/Agency	Emergency Aid Coalition
Address	5401 Fannin St

City, State, Zip	Houston, TX 77004
Contact Person	JD Walther
Contact Title	Business Manager
Telephone Number	713-343-3065
Fax Number	713-528-2650
Email Address	fpajob@eachouston.org
Application Method	Please send an email to FPAjob@eachouston.org and include 1) in the body of the email – one paragraph (ONLY) stating the reason that you are interested in this job, and 2) a resume in Adobe pdf or MS Word format.
Opening Date	May 1, 2014

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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