

Island Food Pantry Outreach Coordinator

The Outreach Coordinator works closely with the Executive Director to plan and implement initiatives with an eye toward serving all of our clients with dignity and respect. This role is responsible for assisting with the planning and execution of relevant programming, volunteer recruitment, and other strategies to continue fostering an equitable, diverse, and inclusive space for all who come to the Island Food Pantry.

Duties

- Supports Food Pantry outreach to underserved communities on the Island
- Oversees client-facing check-in operations during Pantry distribution days.
- Ensures that Island Food Pantry is providing a welcoming and supportive environment to all Pantry visitors
- Performs outreach into the diverse communities on our Island, including churches and other support organizations
- Assists in translating Food Pantry documents
- Coordinates volunteer translators at the Food Pantry

Qualifications

- Deep understanding of and connections with diverse communities on Martha's Vineyard
- Fluent in Portuguese and English
- Organized
- Outgoing
- Communicates issues in a timely manner to appropriate parties
- Working knowledge of Island Food Pantry Guidelines and Procedures

Time Commitment

- 20 hrs/week
- Year-round

For more information, contact Kayte Morris at kayte@islandfoodpantry.org