

Open Position for Coordinator of Bridge of Hope Food Pantry

LIFT Parish LLC



Position Title: Bridge of Hope Coordinator

Reports To: LIFT Hispanic Ministries sub-committee LIFT Board

Position Status: Hourly up to 15 hours weekly, and up to 20-25 hours per week from April-October, with no allowance for overtime or compensatory time.

Compensation: Starting at \$16 per hour

Position Location: Hayes Memorial United Methodist Church. Some job requirements may be completed from home. Documentation of all hours need to be included on timesheet.

Position Description:

Bridge of Hope (BOH) is a two-fold ministry focusing on 1) the food pantry housed at Hayes Memorial United Methodist Church and 2) outreach to the Hispanic community around Fremont, including the seasonal population of migrant farm workers and their families. The Bridge of Hope (BOH) Coordinator will play a vital role in the success of the Bridge of Hope ministry in both of these forms.

Position Responsibilities:

- Coordinates the management of the BOH pantry
- Secures the procurement of food for the pantry, including ordering from regional food banks and receiving donations.
- Recruits, trains, and supervises volunteers for the pantry and food bank pick-up, especially focusing on members of LIFT congregations.
- Organizes efforts to build relationships with the migrant community, including visiting the camps, connecting with other leaders and agencies, and developing opportunities for assistance.
- Communicates with LIFT congregations about the ministry of Bridge of Hope.
- Attends a monthly meeting with LIFT and denominational leaders, reporting on the activities of BOH.
- Collaborates closely with Camino de Vida to address needs of Hispanic and Migrant families, and to plan joint events, such as the Christmas posada.
- Maintain accurate records related to the pantry, including regular reporting to the regional food bank.
- Record program expenses. The need for material items or financial support is to be identified and communicated with supervisor.
- Timesheets and professional reimbursement requests are submitted per established guidelines.

Competencies and Requirements:

- Exceptional interpersonal, organizational, and planning skills
- Prior experience leading and building teams and developing volunteers
- Spiritual gifts of leadership, hospitality, and compassion.
- Understanding of cultural diversity and inclusivity.
- Computer proficiency with email, spreadsheets, databases, and word processing software.
- Bilingual proficiency in both English and Spanish is highly preferred

Email applications to: Rev. Paul Bailie (bailiepaul@gmail.com)