

# JOB POSTING

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## Basic Needs Coordinator

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Job Posting Dates: **September 26, 2017** through and including **October 11, 2017**

Position is:  Full-Time  Part-Time  Temporary

Workdays: **Monday-Friday, some weekends & evenings** Hours: **9:00-5:00**

Salary w/ full benefits: *Rate Depends on Experience*

**Job Summary:** The Basic Needs Coordinator manages the basic needs program, which includes an emergency pantry. The goal of the position is to assist neighbors in building their own well-being while using program resources to make impactful referrals to SNCC and community-based supports in order to help the client (or household) attain long term stability.

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

Pantry service delivery: manages the operation of the SNCC pantry, including conducting intakes, meeting with clients, stocking shelves when volunteers are absent, distributing food and personal care items, and recording service outcomes.

Reporting and case management: responsible for program reporting and data collection. Assesses underlying client needs. Enters client information and referrals into agency database.

Pantry preparation and relationships: responsible for maintaining food supply within a physically limited space, which requires regular food/personal care item pickups (Food Bank of CNY 1-2 times biweekly), local farms (growing season), neighborhood grocery stores, and the United Way, all while handling food deliveries, and food budget, several times a month.

Work with Dr. Weeks Elementary School community to create pathways between the school families and SNCC basic needs services.

Emergency response: Attending to any and all emergencies that require special attention: e.g. working with a client who has recently fled a domestic violence, a newly arrived immigrant family, people facing eviction, etc. Utilizes Crisis Matrix to help stabilize household.

Cultivate and maintain relationships with potential funders, donors, and volunteers to support the program. In conjunction with the Community Engagement program, schedule and train volunteers to provide pantry services.

Participates in meetings, such as CASH Coalition, Community Engagement Team of Community School, board meeting, and special tasks/referral partners, all to advance vision of program.

**Minimum Job Qualifications:**

- Bachelor's Degree in Social Work, Health Services or a related field required
- Master's Degree preferred
- LMSW desired
- One to three years of experience in Social Work or Social Services required
- One to three years of experience working with vulnerable or diverse populations required
- Bilingual (Spanish, Arabic) a plus

In accordance with company policy, an employee must be in his or her current position for at least six months in order to be eligible to apply for a promotion or transfer to another position.

**If you are interested in applying for this position, you must submit a resume, cover letter, and a completed *Application* to Michael Collins, Executive Director, at [mcollins@snccsyr.org](mailto:mcollins@snccsyr.org) by the deadline date indicated above.**