

Job Description



Job Title: Community Resource Coordinator
Location: WBAFS Community Market 2446 County Road E. White Bear Lake MN
Terms: Part-time, 24-30 hrs/week, Flexible schedule required. Monday - Friday. Occasional evenings and weekends as needed.
Salary/Rate: \$22/hour
Benefits: Paid Time Off, Simple IRA 3% match, up to \$250/year for continuing education
Requirements: Lift 50 lbs., meet the physical demands of the position
Supervisor: Program Manager

Overview: The White Bear Area Food Shelf (WBAFS) has served as a critical resource for families experiencing food insecurity since 1977. Providing food and support to over 6,000 households each month, we work toward eliminating barriers that have traditionally limited access to healthy food for families living on a low or fixed income. Our vision is to end food insecurity in the White Bear Area.

Role: Connects food shelf neighbors to basic needs resources in the community. Builds community resource partnerships and represents the food shelf and its programs in the community. A member of the Community Market team of employees.

Responsibilities:

- Maintain a working knowledge of local and county resources and recruit new organizations to collaborate with the food shelf when appropriate.
- Coordinate community partners including scheduling and providing internal resources to ensure a collaborative working relationship with WBAFS.
- Collaborate with local agencies and partners to meet the needs of neighbors.
- Attend monthly and quarterly network meetings as needed.
- Represent the food shelf at community events.
- Maintain knowledge of Mobile Market, Free Farmer's Market, School Food Pantries, KID Pack, and Community Market programs and work to connect them to the food shelf and other resources.
- Work collaboratively with the leadership team to develop and maintain resource partnerships within the community.
- Collaborate with the development and communications team to develop partnerships and define key messages that are shared within the community.
- Provide direct support to the operations of the Community Market.
- Perform other tasks and duties as assigned.

Qualifications:

- 1–2 years of experience in community outreach, customer service, volunteer coordination, or nonprofit work.
- Strong verbal and written communication skills
- Ability to build trust and maintain relationships with diverse groups (neighbors, partner agencies, volunteers, funders)
- Basic computer proficiency (email, word processing, spreadsheets, data entry into client-tracking systems)
- Organizational skills: able to manage multiple tasks, events, or partners

- Problem-solving and conflict resolution abilities
- Bilingual in English and Spanish highly preferred

All Staff Qualifications:

- Strong commitment to the mission of the White Bear Area Food Shelf in our drive to provide healthy, choice-based experiences for all neighbors struggling with food insecurity
- Dynamic individual who thrives in high-energy settings that call for flexibility and on-your-feet problem-solving
- A person of high integrity who can successfully communicate and receive ideas, questions, and challenges in a highly team-based work environment
- Enjoys working with many types of people and serving a diverse community
- Strong work ethic, takes initiative, self-directed