

## Job Description



**Job Title:** Program Assistant I  
**Location:** WBAFS – 1884 Whitaker Street, White Bear Lake, MN  
**Terms:** Full time, 40 hrs./week, flexible schedule required. Monday through Friday. 1-2 evenings a week  
**Salary/Rate:** \$20/hour  
**Benefits:** Paid Time Off, Medical and Dental Insurance, HSA Contribution, Simple IRA 3% match, up to \$500/year for continuing education, Paid Volunteer Time Off  
**Requirements:** Lift 50 lbs., meet the physical demands of the position  
**Supervisor:** Curbside Market Coordinator

**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:** The Program Assistant I provides support and assistance to the Food Shelf's onsite and mobile programs with a primary focus on the Curbside Market. This role will provide a diverse array of experiences across many of the Food Shelf programs.

### Responsibilities:

- Greet neighbors, volunteers, and our community with compassion, kindness, and understanding.
- Support neighbors to engage with our services by promoting a welcoming and inclusive environment including use of bilingual communication skills.
- Assist Coordinators in the delivery of Food Shelf programs.
- Support a variety of additional programs as needed.
- Guide and lead volunteer groups as needed.
- Accept and stock shelves with donations and food deliveries.
- Organize warehouse and market freezer, refrigerators, and shelves.
- Act as a back up to the program coordinators in the event of their absence.

### Qualifications:

- Capacity to meet the daily challenges of a physically demanding position (e.g. repeated lifting of over 40 pounds, on your feet majority of the day, pallet jack operation, maneuvering of heavily loaded carts)
- Work includes operating in all kinds of weather.
- High school, GED, or equivalent diploma.
- Ability to obtain a DOT physical and driver's license to operate delivery truck.
- One to two years of nonprofit, warehouse, grocery store, or retail experience preferred.

- Bilingual - English and Spanish 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.
- A team player that embodies three virtues: humility, hunger, and people smarts.
- Dynamic individual who thrives in high-energy settings that call for flexibility and on-your-feet problem solving.
- 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.
- Must be authorized to work in the United States.