



**Job Title:** Emergency Food Program Associate/Assistant  
**Department:** Educational Enrichment Services/Employment Services  
**Reports To:** Program Manager/ Program Director  
**FLSA Status:** Hourly, Non-Exempt, Full Time  
**Salary Range:** \$18.00 – \$21.00 per hour

**Basic Function:** Assist in support for emergency food programming and service delivery.

**Responsibilities**

1. Provide direct services for emergency food programming;
2. Driving a mini-van to pick up and/or deliver food supplies;
3. Food shopping at LA Food Bank in Los Angeles;
4. Unloading and loading boxes of up to 50lbs;
5. Sorting and organizing food supplies for distribution;
6. Organization of files and inventory of food program supplies;
7. Maintain accurate and up-to-date documentation;
8. Follow policies procedures as outlined by Program Manager;
9. Provide support to activities and events, including evening and weekends AYC events;
10. Data entry;
11. Attend meetings and trainings as assigned; and
12. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

**Required Education & Training:**

1. Willingness to work with diverse communities;
2. Verbal and written communication skills and attention to detail in documentation;
3. Computer literate;
4. Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.);
5. CA Driver's license; and
6. CA Auto insurance coverage.

**Preferred Education & Training:**

1. Adult, Child, and Infant CPR/AED & First Aid Certification.
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;

Please send a cover letter and resume along with 3 references to [careers@aycla.org](mailto:careers@aycla.org).

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.