

Job Title: Emergency Food Program Associate/Assistant

Department: Educational Enrichment Services/Employment Services

Reports To: Program Manager/ Program Director

FLSA Status: Hourly, Non-Exempt, Part-time

Salary Range: \$18.00 – \$21.00 per hour

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

Responsibilities

- Provide direct services for emergency food programming;
- Assist with food shopping at LA Food Bank in Los Angeles;
- Unloading and loading boxes of up to 50lbs;
- Sorting and organizing food supplies for distribution;
- Organization of files and inventory of food program supplies;
- Follow policies procedures as outlined by Program Manager;
- Provide support to activities and events, including evening and weekends AYC events;
- Attend meetings and trainings as assigned; and
- Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education & Training:

- Willingness to work with diverse communities;
- Verbal and written communication skills and attention to detail in documentation;
- Computer literate;
- Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.);

Preferred Education & Training:

- Adult, Child, and Infant CPR/AED & First Aid Certification.
- Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;
- CA Driver's license; and
- CA Auto insurance coverage.

Please send a cover letter and resume along with 3 references to careers@aycla.org.