



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 – \$25.00 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

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