

Job Description - Food Ministries Coordinator

Washington City Church of the Brethren

Washington City Church of the Brethren is committed to continuing the work of Jesus, peacefully, simply, and together. We are a small congregation with a long history in Washington, DC, working to serve our community and to live out the Kingdom of God on earth, as it is in heaven. Some of our core ministry interests are in peacemaking, caring for God's creation, and food security.

For more than thirty years, the church has operated the Brethren Nutrition Program, a soup kitchen. The Brethren Nutrition Program (BNP) exists to serve hungry neighbors on Capitol Hill, providing healthy and wholesome lunches to those in need. Guests come to the BNP from a variety of circumstances: young adults and senior citizens, homeless and housed, black and white, working and unemployed. Washington City COB seeks a **Food Ministries Coordinator** to coordinate the congregation's food-related ministries, the primary one being the Brethren Nutrition Program.

This is a full-time *stipend* position (with housing provided) with the expectation of a 40 hour work week. While most hours will be Monday-Friday, occasional weekend work is required. Washington City Church of the Brethren is seeking to hire someone to make a 2 year commitment. The Food Ministries Coordinator is accountable to the Administrative Council of Washington City Church of the Brethren.

Position Profile

The Food Ministries Coordinator directs the overall operations of the Brethren Nutrition Program, supervising day-to-day functions, and leading communications, public relations, and fundraising.

Program Management and Supervision of the Brethren Nutrition Program

- Supervises and trains the Outreach Assistant (BVS Program Volunteer) as Kitchen Manager
- Collaborates closely to ensure that the day-to-day operations of BNP are running smoothly
- Delegates tasks and projects to the Outreach Assistant as necessary
- Manages the kitchen any time that the Kitchen Manager (BVSer) is not available (or another food safety manager-certified and BNP trained person is not available)
- Maintains existing volunteer relationships
- Regularly recruits new volunteers through a variety of community and denominational sources
- Works with the Program Volunteer to ensure the BNP schedule is adequately staffed and scheduled through VolunteerSpot
- Procures supplies and groceries, working with the Program Volunteer to ensure consistent supply
- Conducts budgeting and manages receipts,
- Ensures food quality, nutritional standards, and food safety standards are strictly adhered to
- Supervises regular procedures and record keeping (referrals, mail services) to maintain accuracy, functionality, and confidentiality
- Organizes receipt of donations-in-kind, together with the Outreach Assistant, from Eastern Market and other local businesses (vegetables, bread, etc.)
- Reports any equipment breakdowns and potential hazards to either the Facility Manager or the Administrative Council.
- Develops ways to expand and improve the program utilizing the skills, energy, and commitment of people from religious, neighborhood, and community organizations

- Serves as the main contact between BVS and the church (Project Coordinator) and completes required forms
- Writes monthly reports for the church's Administrative Council and attends the meetings as necessary

Communication with Community Partners, Congregations, and Donors of the Brethren Nutrition Program

- Organizes and writes content for publications and social media (Newsletters, Facebook, BNP website)
- Plans and coordinates publicity and promotion of the BNP
- Maintains existing community partnerships
- Seeks and cultivates new partnerships with other community service providers
- Serves as the public representative of BNP to volunteer groups, faith organizations, and community organizations
- Communicates theological and biblical understandings of justice, hunger, and service to Christian groups (volunteers on site and occasional church visits)
- Represents BNP and speaks as requested at community events and to visiting groups
- Manages a database of volunteers and community partners
- Communicates regularly to the congregation and finds creative ways to engage the congregation
- Fields inquiries and correspondence for the BNP

Fundraising and Donor Management for the Brethren Nutrition Program

- Coordinates recording and acknowledgement of donations
- Leads fundraising efforts through traditional and new sources (churches, online, crowdfunding)
- Seeks funding from public and private institutions (including grant proposals and other funding opportunities such as the CFC)
- Manages a database of donors

Other Tasks and Responsibilities

While the Food Ministries Coordinator's main role is to oversee the Brethren Nutrition Program, s/he may be asked to assist in other church outreach activities as time allows.

Requirements

Post-secondary education or relevant life experience; some experience in social work, social justice ministries, or working with marginalized populations; flexibility, persistence; skills of administration, organization and development; valid driver's license.

As this position is embedded in the ministry of Washington City COB, the church is seeking to hire a person of Christian faith interested in urban church ministry and committed to being a part of the life and ministry of the congregation. A two year commitment is required, with a three month trial period.

Desired Qualities and Experience

- Commitment to modeling the love of Jesus through service and compassion
- Bachelor's degree (preferred)
- Creative, friendly, compassionate, patient
- Strong communication skills
- Good at public speaking and writing
- Experience with leading groups

- Great interpersonal skills
- Able to interpret Christian (and particularly, Church of the Brethren/Anabaptist) understandings of justice and service for volunteer groups and for partner congregations as requested
- Experience managing an organization (non-profit, college student group, committee, etc.)
- Able to multi-task; self-starting and proactive work ethic
- Commitment to social justice
- Able to engage, serve, and work with persons of diverse backgrounds
- Confidence and gracious assertiveness
- Acute attention to detail, particularly in regards to food safety issues
- Patience and sensitivity in working with guests dealing with difficult circumstances (homelessness, mental health issues)
- Able to creatively and compassionately deal with difficulties as they arise.

Benefits

Washington City Church of the Brethren is located four blocks from the US Capitol in Washington, DC. The city is vibrant and diverse. Volunteers in DC can enjoy acres of beautiful park land (including the National Mall), close access to historic monuments and many free cultural events and museums.

Housing will be provided at Brethren House, a community house for volunteers (including Brethren Volunteer Service volunteers). A stipend and food allowance will be provided, along with health insurance through DC Health Link if no available insurance exists. Holidays, vacation, and sick days are provided. Further details are available after application.

TO APPLY

Send resume and cover letter via email to bnpposition@gmail.com. Start date is July 1, 2014.