

*Serving the Broadway/Slavic Village Community Since 1926*

**Position:** Hunger Center Coordinator (grant funded position)  
**Salary:** \$9 - \$10 per hour  
**Supervisor:** Community Resource Manager  
**Hours:** Part-time (20 Hours)/ Non-Exempt

**General Responsibilities:**

The Hunger Center Coordinator will work closely with the Community Resource Manager to ensure the successful operation of the Hunger Center. He/she assists with the day-to-day operations of the Hunger Center.

**Essential Functions:**

1. Picks up donations from the community and from the Cleveland Foodbank.
2. Provides support to the kitchen staff and to the monthly produce distribution as needed.
3. Provides referrals to clients to support programs in the community and at the agency.
4. Assists with data entry and with reports as needed; completes client intakes.
5. Provides coverage for the Community Resource Manager when necessary; oversees volunteers assigned to the Hunger Center when needed.
6. Physical requirements include extended standing, bending, twisting, reaching, and lifting up to 50 lbs.
7. Other duties as assigned

**Other Functions:**

Attends departmental/agency meetings, contributes to departmental and organizational decision-making through active participation in the process. Works effectively and positively with co-workers, volunteers, and participates in professional or community events as appropriate. Must be able to work a flexible schedule including occasional evenings and weekends. Other duties as assigned by supervisor.

**Qualifications or Skills Required:**

High School Diploma/ GED or equivalent work experience; Strong organizational, oral, written and interpersonal communication skills; Ability to work independently and share responsibility; Ability to work effectively with a wide range of constituencies in a diverse community; Ability to work well in a fast-paced environment and be flexible; Skilled in organizing resources and establishing priorities; Skilled in the use of computers, preferably in a PC, Windows-based operating environment; Must have and maintain valid Driver's License; Must have and maintain an operational vehicle and insurance. Must be able to pass a BCI and FBI background check and drug screening.

**Qualifications or Skills Preferred:** Associate Degree; in addition all required skills

**Application Deadline:**

**Open until filled**

Interested applicants should forward resume with three references to:

Human Resources

University Settlement, Inc. 4800 Broadway Avenue, Cleveland, Ohio 44127

Fax: 216-441-0818 E-Mail: [employment@universitysettlement.net](mailto:employment@universitysettlement.net)

**NO PHONE CALLS PLEASE!!!**

**Internal applicants must be in their current position for at least six months to apply.**