

Nutrition Program Coordinator

Mission

ElderHelp strives to enhance the quality of life for seniors by providing information and services that help them live independently and with dignity.

Values

COMPASSION - we are supportive, caring, and strive to strengthen lives

INTEGRITY - we do the right thing when no one is looking and remain focused on those we serve

COMMUNITY – we seek collaboration and effective communication

ACCOUNTABILITY – we are dependable and responsible

RESPECT – we honor the process of aging, consider the ideas of others, and value diversity

EXCELLENCE – we are responsive, and innovative and strive for quality in all we do

Organizational Expectations

ElderHelp employees are expected to be flexible, and positive, contribute to the solution, integrate the organization's values into their work, and work hard to make a difference in the lives of seniors.

POSITION EXPECTATIONS

The Part-Time Nutrition Coordinator role requires a combination of organizational skills, attention to detail, and teamwork to ensure the smooth operation of our food pantry services. This position will involve working closely with volunteers, other staff members, and external partners to coordinate food deliveries for our clients. Responsibilities include hands-on work in the pantry as well as maintaining accurate records in Salesforce to track daily deliveries and ensure timely service. You will manage pantry operations on Wednesdays, ensuring that food is distributed to the correct volunteers and delivered on schedule. You will also provide backup support to our primary Nutrition Coordinator and contribute to ongoing projects such as collaborating with partner organizations and securing new partnerships. This role will also require occasional driving, including monthly trips to the food bank on Tuesdays and assisting with food distribution at partnered buildings when needed.

Additionally, as a Nutrition Coordinator, you may be asked to deliver food to clients' homes when volunteer coverage is not available, ensuring that all deliveries are completed. You will be responsible for tracking and reporting monthly service numbers in Salesforce, working closely with other Nutrition staff to maintain accurate data. You will also be trained as a backup coordinator for our Senior A Go Go program and occasionally support our Front Desk team as needed. Participation in 3-5 annual in-person ElderHelp events is required. As part of a dynamic and supportive team, we expect flexibility and a willingness to contribute to various roles and projects as they arise.

POSITION SUMMARY

This position requires working on-site two days a week but may allow occasional work-from-home days. The Nutrition Program Coordinator provides organization and structure for our pantry, communicating with clients, volunteers, and staff for the residents located in San Diego County with the goal of helping seniors obtain supplemental nutritious food and live independently.

REPORTS TO

Program Innovations Manager

ESSENTIAL FUNCTION

Duties

- Manage in-person pantry operations on Tuesdays and Wednesdays, coordinating food deliveries and volunteer assignments.
- Ensure accurate and timely distribution of food to volunteers for client deliveries. Maintain and update daily records in Salesforce for tracking food deliveries.
- Act as backup for the other Nutrition Coordinator, assisting with pantry projects as needed.
- Drive to the food bank once a month on Tuesdays and assist with food distribution at partnered buildings as required.
- Deliver food to clients' homes if volunteer coverage is unavailable.
- Track and report monthly service numbers using Salesforce.
- Work with partner organizations and secure new partnerships for pantry operations.

Other Duties

- Provide backup coordination for the Senior A Go Go program.
- Occasionally support Front Desk operations when needed.

General

- Attend and participate in all annual in-person ElderHelp events
- Contribute to various roles and projects across the organization
- Other duties as assigned

MINIMUM QUALIFICATIONS

Experience working in a food pantry, with seniors, or in food-related services is preferred. The ideal candidate has a passion for helping the community, especially vulnerable populations such as seniors. Strong organizational skills, attention to detail, and the ability to work both independently and as part of a team are essential. The candidate must be comfortable using computer systems for data entry and tracking (Salesforce experience is a plus but not required).

A valid driver's license and access to reliable transportation are required for occasional trips to the food bank and client deliveries. The candidate must be able to lift and move boxes of food (up to 25 lbs) and demonstrate flexibility in adapting to changing priorities and needs within the organization.

SALARY & BENEFITS

This is a part-time hourly position, \$17-\$19/hour DOE, plus benefits. ElderHelp offers generous benefits :

- Flexible and hybrid work schedule
- Professional development
- Education reimbursement
- Team bonding days

WHO WE ARE

ElderHelp has a culture of teamwork and inclusion where we believe we are better together. We value the differences in our community and believe those differences are what makes us a stronger organization. We offer opportunities for staff to participate in DEI trainings and create safe spaces to learn and share about this important work.

Our Board of Directors, staff, and volunteers come together with a shared passion for our mission supporting each other to meet the needs of the community we serve.

TO APPLY

Send cover letter and resume to Becca Pollard at bpollard@elderhelpofsandiego.org. Please refer to our website for more information on services and programs. Please no phone inquiries, fax transmittals, or walk-ins.

This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.

ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.