



### **Food Distribution Program Coordinator**

At Multi-Service Center (MSC), we believe that equity, connection, diversity, integrity, and belonging make us a stronger team to achieve our goals. Our mission is to uplift communities by increasing equitable access to advocacy, opportunities, and well-being. By joining MSC, you too, can be part of the team that works to empower individuals and help create thriving communities. If you are looking for something that contributes to your sense of purpose and impacts our local community, then you will want to know more about us, our values and culture, and our opportunity.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

**Any job offer will be contingent on a satisfactory background check, as determined by MSC.**

The **Food Distribution Program Coordinator** provides critical support to the Food Bank Manager by coordinating the daily operations of MSC's community-based food initiatives, working closely with them to ensure efficient, safe, and equitable food distribution. This hands-on role is responsible for executing key programs—including but not limited to food drives, Home Delivery, Food Bridge, and Care Bags—while serving as a liaison to community partners and volunteers. The Food Distribution Program Coordinator oversees food inventory logistics, maintains accurate documentation, and ensures compliance with food safety and warehouse procedures. This position plays a vital role in enhancing food access for vulnerable populations through program execution, volunteer leadership, and community engagement.

The **Food Distribution Program Coordinator** reports to the Food Bank Director. This position primarily works at Redondo Heights. Some flexibility is required to address programs' needs.

### **Status, Schedule, Location:**

- Non-Exempt, Regular, part-time. (30 hours)
- Tuesday to Friday 8:00 AM to 4:00 PM.
- [27606 Pacific Highway South, Federal Way, WA 98003](#) (Redondo) and Headquarters 1200 S 336th Street, Federal Way, WA 98003.

### **Wage/Salary Range:**

- Salary Grade 13: **MIN: \$26.39 \$ MID: \$30.03**, MAX: \$34.52
- **At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the minimum to the midpoint.**
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.

### **Overview of Responsibilities:**

#### **Food Drive Program Support & Community Engagement**

- In collaboration with the Food Bank Manager, expand food drive opportunities in the community.
- Oversee and supervise the execution of MSC-established food drives, including Stamp Out Hunger, Mayor's Month of Caring for the Hungry, and Summer Meals Program.
- Ensure that all food drive donations are documented correctly and stored properly.
- Accept, receipt, weigh, and record all donations when applicable.
- Relays program-specific information builds operational-level relationships and elevates key issues to the Food Bank Manager.
- Executes and coordinates the **Home Delivery, Food Bridge, Care Bag, Food drives programs**, under the Food Bank Manager's guidance.
- Implements day-to-day logistics and communication for each program, ensuring they run smoothly. Provides weekly documentation and feedback.
- Prepare and distribute home delivery bags. Ensure accurate documentation and submit weekly reports to the Food Bank Manager.
- Ensure all program documentation is accurate, maintained in the appropriate database, and submitted weekly to the Food Bank Manager.

#### **Warehouse & Food Inventory Management**

- Coordinate food inventory with the Food Bank Manager to maintain adequate stock for programs.
- Ensure the warehouse is kept clean, safe, and organized, with items stored appropriately and aisles clear for safe movement.
- Unload grocery rescue food from van drivers and accept public donations.
- Handle food in compliance with food safety requirements, including during loading/unloading and direct handling.
- Use warehouse equipment (e.g., pallet jack, dollies, walkie-stacker) following safety protocols.
- Remain on your feet for up to 6 hours.
- Regular on-site attendance is required

- Lift and carry a minimum of 50 pounds regularly

### **Volunteer Leadership & Collaboration**

- In collaboration with the Food Bank Manager and the Volunteer Compliance and Equitable Access Manager, provide leadership, training, and coaching to volunteers supporting MSC food programs and promoting a positive volunteer experience that aligns with MSC values.
- Interface with and support Food Bridge volunteers by offering program guidance and ensuring documentation processes and safety procedures are followed.

### **Organizational Support & Professional Conduct**

- Empathy and professionalism when working with low-income, elderly, disabled, and ethnically diverse populations.
- Assist the Food Bank Manager with day-to-day operational needs, including preparing materials, supporting facility cleanliness, and participating in special projects or seasonal food distribution events.
- Promote a respectful and empathetic environment when interacting with clients, community partners, and team members.

### **Additional Responsibilities** include the following.

- Travel to MSC offices and program sites and or meetings throughout King County and the city of Seattle.
- Attend staff meetings, training, and in-services as requested.
- Perform other duties as assigned.

### **Requirements**

- High School Diploma or GED is required.
- Associate's degree in human services, Logistics, Nonprofit Management, or a related field is preferred. An equivalent combination of education and experience may be considered.
- At least 1 year of experience in community food distribution, warehouse operations, volunteer coordination, or nonprofit program support.
- Experience working with diverse populations and demonstrating empathy and cultural humility.
- Experience using data tracking systems or Microsoft Office (especially Excel and Outlook).
- Previous experience in a fast-paced, physically active environment preferred.
- Valid driver's license with a clean driving record, reliable transportation, and proof of auto insurance.
- Must obtain and maintain a valid **Food Handler's Permit** within 30 days of hire.
- Forklift or pallet jack certification is a plus (training can be provided).
- Strong ability to coordinate multiple programs and responsibilities simultaneously.
- Ability to meet weekly deadlines and maintain accurate records with attention to detail.
- Clear verbal and written communication skills to interact with team members, volunteers, partners, and clients.
- Ability to provide direction and coaching to volunteers in a supportive and professional manner.

- Takes initiative to solve problems, flag concerns, or propose improvements to food distribution processes.
- Demonstrates empathy, respect, and sensitivity when interacting with clients from diverse backgrounds, including low-income, elderly, and disabled populations.
- Commitment to equitable access and the mission of food justice.

### **Join our mission!**

To apply, please send your resume and cover letter to [jobs@mschelps.org](mailto:jobs@mschelps.org)

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.