

SCHOLARS IN SERVICE – JOB DESCRIPTION

St Paul Catholic Newman Center

St. Paul Catholic Newman Center is a parish committed to serving the academic community especially California State University, Fresno and neighboring colleges and universities and all those who choose to be part of our parish family. In 2015, the New Center entered into a partnership with Fresno State and others to provide a weekly meal on Fridays for those in need. This partnership has enabled Fresno State to donate food and provide student volunteers to assist the Newman Center in its highly successful and fulfilling outreach program to the community surrounding the University. The Newman Center is embarking on an additional outreach program to provide a food distribution program to neighborhood residents once per month with the hope of expanding the program to twice per month. The program would be a partnership including The Fresno Food Bank, Fresno Metro Ministry, Fresno State students and the parishioners from the Newman Center.

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JOB TITLE: Food Distribution Coordinator

NUMBER OF OPENINGS: 1

DESCRIPTION: We are looking for a responsible student who will work closely with the project's partners to make the Food Distribution highly successful. The Coordinator's responsibilities will include assisting in:

- organizing meetings of the partners
- recruiting Fresno State students to participate in the program
- creating marking materials to outreach to community
- participating in outreach activities
- organizing meetings with potential food donors
- selecting and ordering food items from the Food Bank
- packaging food items for distribution on Fridays and
- participating in the food distribution on Saturdays

The Coordinator must be a responsible, self-starter, highly motivated, willing to work with others and outreach to the community. The Coordinator must also have strong verbal and communication skills and be available on the Friday afternoons