



## **Feast of Justice is looking for skilled leaders!**

We are looking for help in all departments. See what we have to offer!

Contact [staff\\_mgr@feastofjustice.org](mailto:staff_mgr@feastofjustice.org) if you are interested.

### **ADMINISTRATIVE TASKS**

#### **Senior Box & State Forms Assistance:**

CFSP Senior Box Program- Basic computer skills and attention to detail, Food Bank Manager knowledge, Checking detail on certifications, tracking distribution and signatures for the Program.

Senior Box Calls- This can be done onsite or offsite. If you have a smartphone and are comfortable with downloading an app to make the calls, this can be done offsite.

Using an established guest list, schedule deliveries of Senior Boxes. DoorDash is our delivery partner. Delivery dates are provided with the call list. This is a monthly commitment for 2-3 hours per month.

Entry for TEFAP (state) Forms- It will need to be done monthly, dependent on your availability. The skills needed are simple computer use to neatly write information on paper.

#### **Office Non-computer work:**

We need help with some onsite office work, such as alphabetizing forms, filing papers, and cutting numbers. This can be done weekly or monthly. All dependent on your availability.

#### **Volunteer Handbook:**

We want someone to take an example volunteer handbook from another agency and rewrite it for our purposes. We want to be able to provide new volunteers with basic information, policies, and rules. Research, writing, and attention to detail is needed. This position is only needed one time to help create the handbook. It may take 5-10 hours.

#### **Guest Scheduling Approvals:**

Exporting appointment information so that our guests are getting their approvals a couple of weeks ahead of their appointment. This can be done twice a month and would take 2-3 hours. This task helps to alleviate any stress on our guests waiting for approvals and also helps us to ensure that each family is getting one appointment per week. This can be done at home with a computer, spreadsheet skills needed, attention to detail, and understanding google suite a plus.

#### **Social Media Assistance:**

We need help with creating social media posts for instagram and facebook. We are looking for someone who can make a recipe, gardening tips, or healthy foods look good and fun. We use Canva to create our posts and this can be done at home. Do you

have a need to show your artistic side? This would take anywhere from 2-5 hours a month, and you can do it weekly, biweekly, or monthly- however your schedule sees fit.

**Marketing & Promotional Ideas:**

Experience with marketing and branding is a plus, or someone with graphic design experience who can help our marketing team. This position can be off site and as needed. If you would like to join our marketing committee that would also be a great way to help!

**Tech Support:**

On an as needed basis to help with some computer updates or issues. Knowledge of computers to upgrade systems (microsoft, Norton) and wifi is a must.

**Home Delivery Drivers & Prep:**

Driver- Delivering food to guests who are unable to shop in person or online. Deliveries are within our ten zip-code service area. Must have a valid driver's license, insurance and registration. Gas-Mileage reimbursement available. Driver is needed on Fridays and Saturdays from 1030-1230

Prep- Assembling and packaging food orders based on family sizes, dietary preferences and special requests. Needed on Friday and Saturday from 9-12.