



## EMPLOYMENT OPPORTUNITY

Associated Students  
at Sacramento State

# Food Pantry Development and Marketing Coordinator

**Position Summary:** The Food Pantry Development & Marketing Coordinator is responsible for assisting with Food Pantry donor relations, donation processing, and community outreach. They will also perform administrative tasks and support the operations of the ASI Food Pantry.

**Start Date:** Spring 2018  
**Time Base:** Part-time, 20 hours per week  
**Application Deadline:** Open until position is filled  
**Compensation:** \$11.00 per hour

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the ASI Director of Student Engagement and Outreach in establishing and maintaining relationships with donors and community organizations.
- Process Food Pantry donations, inclusive of creating donor letters and Gift Acceptance Forms.
- Assist in the management of a donor database.
- Work with student organizations, campus departments and other entities to organize food drive events that help get donations and raise awareness about the Pantry.
- Seek out new opportunities for funding and work with the ASI Director of Student Engagement and Outreach to cultivate donors.
- Assist in the coordination of a food recovery program, building relationships and seeking opportunities for ongoing donations from local grocery stores, campus dining, and community partners.
- Present information about the ASI Food Pantry and food insecurity with community partners, outside groups, student organizations, classes, and campus departments.
- Work in the Pantry during operational hours, as needed, when coordinators are unavailable.
- Work to maintain accurate records and statistics for the ASI Food Pantry and Pop Up Pantry.
- Other duties as assigned.

### CORE COMPETENCIES

- Support the mission of ASI Sac State Food Pantry
- Exceptional customer service skills
- Strong oral and written communication skills
- Strong math and data entry skills
- Strong organizational skills
- Work collaboratively with a diverse student population, ASI programs and on campus departments

### MINIMUM QUALIFICATIONS

- Currently enrolled Sac State student
- Experience on windows-based personal computers using Microsoft Word, Excel, Outlook, Publisher and Power point
- Ability to multi-task and manage time effectively
- Strong grammar, written communication, and math skills
- Attention to detail

### PREFERRED QUALIFICATIONS

- Business and Marketing majors preferred
- Valid driver's license and mode of transportation
- Meet ASI driver's criteria

Please apply by using the following link: <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/> or clicking Apply Now. **A resume is required to be considered.**

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

**Associated Students is an Equal Opportunity employer.**

[www.asi.csus.edu](http://www.asi.csus.edu)

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm)