



Job Title: Food Pantry & Volunteer Coordinator
Reports To: Executive Director
FLSA Status: Non-Exempt, Part-Time (Temporary, 6-Month Pilot)
Location: Lynwood Unified School District Administrative Offices
Supervises Others: No (coordinates volunteers but does not directly supervise staff)

Job Summary

The Lynwood Partners Educational Foundation (LPEF) seeks a detail-oriented and community-centered Food Pantry & Volunteer Coordinator to support the organization's food pantry operations and community engagement events. This is a six-month pilot position designed to strengthen volunteer coordination, improve operational efficiency, and enhance reporting systems. The Coordinator will play a critical role in ensuring smooth food pantry distributions and successful execution of LPEF events by recruiting, organizing, and supporting volunteers.

Background

LPEF is a 501(c)(3) nonprofit organization with a mission to provide additional resources that support and enhance educational programs, initiatives and priorities for Lynwood Unified School District (LUSD) students. Since 2015, LPEF has raised approximately \$1,500,000 to help ensure LUSD students receive the highest-quality public education, with areas of focus in: college access; educational equity; and health and wellness. LPEF has directly supported college scholarships, teacher and school grants, STEAM programs, the Lynwood Community Food Pantry, and COVID-19 relief assistance for Lynwood families.

Essential Duties & Responsibilities

Food Pantry Coordination:

- Plan and coordinate 1–2 food distributions per month, including site logistics
- Recruit, schedule, and manage 10–20 volunteers per distribution
- Collaborate with the Los Angeles Regional Food Bank on food procurement and inventory planning
- Oversee day-of setup and distribution flow to ensure safe, efficient operations
- Conduct outreach to promote distribution dates

Reporting & Inventory Management:

- Manage required reporting and inventory tracking for the Los Angeles Regional Food Bank
- Maintain accurate distribution records and inventory documentation
- Ensure compliance with partner requirements and internal reporting standards

Volunteer Recruitment & Support:

- Recruit, organize, and support volunteers for LPEF programs and events, including:
 - Alumni Awards Gala, Lynwood Run 5K/10K, Donor Reception, LPEF Scholarship Awards Reception, and Community and District tabling events
- Maintain updated volunteer lists and contact databases
- Track volunteer participation and engagement

Data & Administrative Support:

- Maintain sign-in sheets and basic volunteer data tracking

- Support reporting needs for grants and internal performance monitoring
- Strengthen volunteer stewardship and communication systems

Knowledge Skills, Abilities

- Experience coordinating volunteers or community events preferred.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong communication skills and comfort working with diverse community members.
- Excellent organizational and time management skills.
- Proficiency in Microsoft 365, Google Workspace, and social media platforms.
- Bilingual Spanish/English preferred.

Education/Experience

- Associate or Bachelor's degree or equivalent professional experience.
- Minimum 1–2 years of experience in volunteer coordination, community engagement, event support, nonprofit operations, or related field
- Experience working in community-based programs, food distribution, or public-facing roles strongly preferred
- Demonstrated ability to organize logistics, manage volunteers, and track basic program data

Certificates, Licenses, Registrations

- A current California Driver's License and current automobile insurance coverage.

Work Environment

This position will work with the Executive Director in a hybrid mix of remote and in-person meetings, workdays, activities, events, and day-to-day operations, with the main office operating in Lynwood, CA.

The Lynwood Partners Educational Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The Lynwood Partners Educational Foundation makes hiring decisions based solely on qualifications, merit, and business needs.

Comprehensive Benefits

This is a part-time position at 20 hours per week, with occasional weekend or evening hours as needed for food pantry distributions and special events. The hourly pay range is **\$22.00 – \$25.00 per hour**, depending on experience, for a six-month pilot period (approximately 520 total hours).

This position is not eligible for health benefits. Retirement savings is available through **CalSavers** (employee-funded, facilitated by the employer). Paid time off will accrue in accordance with California law for part-time employees. Professional development opportunities may be offered as appropriate during the pilot period.

Physical and Mental Requirements

This role requires the physical ability to support food pantry distributions and community events, including standing for extended periods, lifting and carrying items up to 40 pounds, and assisting with setup and breakdown of equipment and supplies. The position also requires mental focus, adaptability, and clear communication while working in fast-paced, public-facing settings.

To Apply

Interested candidates will email an attached cover letter with a resume and three professional references, with the subject line "LPEF Coordinator," to info@lynwoodeducationalfoundation.org. All submissions will be reviewed in the order they are received. Deadline to apply is February 6, 2026. For questions, please contact 310.985.9713 or info@lynwoodeducationalfoundation.org.