



Job Title: Food Pantry Coordinator
Reports To: Executive Director
FLSA Status: Non-Exempt, Part-Time
Location: Hybrid — Lynwood Unified School District Administrative Offices and remote
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 Coordinator to support the operations of the Lynwood Community Food Pantry. The Coordinator will help ensure smooth and efficient food distributions by coordinating pantry logistics, recruiting and scheduling volunteers for food pantry distributions and other pantry-related needs, maintaining program records, and supporting required reporting. This role is essential to maintaining a welcoming, well-organized pantry experience for the families and community members we serve.

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 \$1,750,000 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 coordinate approximately 10–20 volunteers for food pantry distributions and other pantry-related needs
- 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, City of Lynwood grant, and other current or future grants and funding partners
- Maintain accurate food distribution, inventory, volunteer, and program records
- Track data needed for grant reports, partner reporting, and internal evaluation
- Ensure compliance with grant requirements, partner agreements, and LPEF reporting standards

Volunteer Recruitment & Support:

- Recruit, organize, and support volunteers for food pantry distributions and other pantry-related needs
- Maintain updated volunteer lists and contact databases
- Track volunteer participation and engagement
- Maintain regular communication with volunteers regarding pantry needs and opportunities

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, Canva, 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.

Compensation & Benefits

This is a part-time, non-exempt position at approximately 25 hours per week. Occasional evening or weekend hours may be required for food pantry distributions and select LPEF events. The hourly pay range is \$22.00–\$25.00 per hour, depending on experience and qualifications.

This position is not eligible for health benefits. Retirement savings is available through CalSavers, an employee-funded program facilitated by the employer. Paid sick leave will accrue in accordance with California law. Professional development opportunities may also be provided as appropriate.

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. The deadline to apply is October 30, 2026. For questions, please contact 310.985.9713 or info@lynwoodeducationalfoundation.org.