



# Part-Time Volunteer Coordinator

**Organization:** North Coast Food Web (NCFW)

**Location:** Astoria, OR (*Fully on-site: Wednesday–Friday*)

**Position Type:** Part-Time (20 hrs/week) | 11-Month Grant-Funded / Limited Duration  
**Starts asap!**

**Reports To:** Executive Director



## Compensation & Benefits Overview

- **Pay Rate:** \$25.00 / hour
- **Health Benefits:** Employer-paid health benefits up to \$600/month
- **Paid Time Off:** Paid holidays + pro-rated Paid Time Off (PTO) allotment



**Note on Duration:** *This position is funded by a short term grant and includes an initial 2-month probationary period. Continuation beyond the first year is dependent upon securing additional grant funding and program growth.*



## About North Coast Food Web

North Coast Food Web is an Astoria-based nonprofit working to cultivate a resilient and equitable food system by supporting local producers and expanding food access.



## Position Overview

We are seeking an organized, community-minded **Volunteer Coordinator** to provide support to our food equity and access programming. Our food equity programming bridges the gap between community abundance and food security by distributing fresh, local food boxes directly to community members across Clatsop County. You will oversee the full volunteer lifecycle from recruitment and scheduling to hands-on training, ensuring our weekly packing operations and community food box deliveries run smoothly, safely, and efficiently.



## Key Responsibilities

### 1. Recruitment & Community Outreach

- Actively recruit individual community members, civic organizations, student groups, and local businesses to maintain a reliable volunteer base.
- Serve as the primary, welcoming point of contact for all new and returning volunteer inquiries.

### 2. Scheduling & Logistics

- Create and manage weekly schedules for both food box packing shifts and delivery routes.
- Track volunteer sign-ups, attendance, and total hours using spreadsheet tools or volunteer management software.

- Send clear, timely communications regarding shift reminders, delivery routing details, and operational updates.

### 3. Training, Safety & Onboarding

- Conduct brief, engaging orientations for new volunteers that instill NCFW's values of community equity and food justice.
- Coordinate with our producer support liaison to train volunteers on safe food handling, hygiene standards, packing protocols, and delivery procedures.
- Oversee on-site operations during packing shifts to ensure a positive, inclusive, and safe environment for all participants.

### 4. Operations & Direct Delivery Support

- **Direct Delivery:** Serve as a backup delivery driver when needed, safely transporting food boxes directly to community members to ensure no routes are missed.
- **Volunteer Recognition:** Foster a culture of gratitude by implementing volunteer appreciation efforts
- **Program Improvement:** Collaborate closely with staff to gather volunteer feedback, ensuring continuous program improvement.

### 5. Other Duties

- Perform other related duties as assigned.

### Qualifications & Skills

- **Relationship Builder:** Exceptional interpersonal and communication skills; genuine enthusiasm for connecting with people from all walks of life.
- **Bilingual Preferred:** Spanish language proficiency is highly valued as we strive to reflect and serve our diverse community.
- **Strong Logistics:** Excellent organizational and time-management skills; comfortable managing moving parts like schedules and delivery routes.
- **Driving Requirements:** Valid driver's license, clean driving record, and access to a reliable vehicle (mileage reimbursed).
- **Tech Adaptability:** Proficiency with (or ability to quickly learn) Google Workspace (Sheets/Docs) and basic volunteer coordination tools.
- **Physical Stamina:** Ability to stand for extended periods during packing sessions and comfortably lift up to 30 lbs.

### Schedule & Hours

- **Total Hours:** 20 hours per week.
- **Work Arrangement:** Fully on-site at NCFW facilities in Astoria, OR, with occasional local travel (+ mileage reimbursement).
- **Weekly Schedule:** Must be available to work Wednesday - Friday, with a full day on Thursday.

### **How to Apply**

To apply, please send an email to **[jesse@northcoastfoodweb.org](mailto:jesse@northcoastfoodweb.org)** with the subject line Volunteer Coordinator. Include a brief introduction outlining your experience with volunteer coordination, and a resume. If you are chosen for an interview, you will be asked to provide three relevant references. This job will close when a candidate is selected.