

ST. JAMES' CHURCH & ST. COLUMBA'S CHURCH
PA'AUILO COMMUNITY MEAL COORDINATOR
JOB DESCRIPTION

POSITION TITLE: Pa'auilo Community Meal Coordinator

FLSA: Hourly

Reports to: Rector

Location: St. Columba's Church, Pa'auilo and St. James' Church, Waimea, HI.

Hours hired to work: Up to 18 hours per week (additional hours as needed subject to approval by Rector).

A typical work week might look like:

Monday	4 hours – review inventory on-hand, meal planning based on available inventory, discuss items (protein, vegetables, canned goods, etc.) to be ordered, select recipe and chef
Tuesday	10 hours - kitchen set-up, managing volunteers, coordinate meal cooks, coordinate delivery of food from St. James' to St. Columba's, kitchen clean-up at St. James' and St. Columba's
Wednesday	4 hours - writing report, debrief with St. Columba's Associate Rector and Community Meal Coordinator, managing storage at St. Columba's, managing sponsors.

May involve occasional evenings & weekends for presentations/meetings.

BACKGROUND AND POSITION OVERVIEW

Vision Statement: The Community Meal is a living statement of who we are in Christ: our offering of ho'okipa and mana'olana (loving hospitality and hope). The Community Meal is founded on the values of love, compassion, commitment and grace. We are called to build 'ohana through our gift of aloha.

The candidate must embody the qualities and passion included in the Vision Statement above.

The Pa'auilo Community Meal Program currently encompasses the preparation of food currently done in the St. James' kitchen and the serving of approximately 500 hot, nutritious meals at St. Columba's on Tuesday nights as a drive-through meal. The Pa'auilo Community Meal Coordinator is an evolving position that reports to the Rector and works closely with the St. James' Community Meal Coordinator, the St. Columba's Associate Rector and the St. James' Community Meals Committee. The Pa'auilo Community Meal Coordinator is responsible for providing quality service and product consistent with this Vision Statement and the overall goals, objectives, and mission of St. James' Parish.

The Pa'auilo Community Meal Coordinator is responsible for:

- attending Community Meal Committee and St. James' Staff meetings
- providing significant items to add to meeting agenda
- writing Thank-You notes to sponsors and supporters
- coordinating and empowering volunteers
- prepping and cooking
- setting up and clean-up on day of meal
- managing St. Columba's storage of equipment and pantry
- receiving and picking up goods at St. Columba's
- supporting and covering the Community Meal Coordinator as required

The expectation is that this position becomes self-funding through increased grant writing, funding and donations from within the community.

QUALIFICATIONS & REQUIREMENTS

We are seeking a caring, compassionate, energetic, positive, non-anxious, self-starting and exceedingly well-organized individual with demonstrated expertise in communication and interpersonal skills who understands the need for confidentiality.

Demonstrated excellent verbal and written communications skills.

Proven leadership and administrative experience in programs which involved recruitment, selection, training, and development of employees or volunteers.

A valid Hawaii State Driver's License is required as self-mobility is necessary to perform the essential duties of the position. Must have own transportation, as position requires local travel on the Big Island.

Background check & Safe Church Training will be required and facilitated by St. James' Church. Hawaii County 'Food Handler' Certificate is also required (<https://hawaii.foodhandlerclasses.com/>)

PREFERRED QUALIFICATIONS

1. Experience working in a non-profit or community service environment.
2. Demonstrated Public Speaking and community organizing experience.
3. Demonstrated ability to provide high quality service with constrained resources in a facility used by many groups.
4. Experience in social service, health care, educational, welfare or other similar human services or community services.
5. Fund-raising, grant writing and budget preparation and administration experience.
6. Good computer skills to include Word, Excel, Outlook or similar and social media.
7. Familiarity with the Hamakua Coast and North Hawaii communities, sensitivity to the local culture, and the ability to communicate with diverse segments of the island population.

KNOWLEDGE, SKILLS, ABILITIES

- 1) Ability to work as a positive leader and team member.
- 2) Ability to recruit, instruct, and empower volunteers.
- 3) Knowledge of good practices and procedures of volunteer coordination.
- 4) Ability to speak effectively before community groups and communicate effectively to diverse audiences.
- 5) Ability and willingness to adapt to new concepts quickly and easily.
- 6) Ability to deal with conflicting priorities and to work under pressure with minimum supervision.
- 7) Ability to coordinate multiple projects.
- 8) Ability to maintain records, reports, and files.
- 9) Working knowledge of the use of social networking programs and sites.
- 10) Comfort in working for a faith-based organization.
- 11) Ability to be compassionate and empathetic.
- 12) Strong problem-solving and conflict resolution skills.
- 13) Physical Demands, with or without reasonable accommodation: Ability to go up and down steps and walk for short distances around the property, able to lift 50 lbs.