

## Bear Pantry Coordinator – Center for Community Engagement

### Position Summary

The Bear Pantry Coordinator plays a critical leadership role in supporting the operations of the Bear Pantry. This student worker position is responsible for maintaining standard operating procedures and helping ensure the Bear Pantry is welcoming, well-stocked, and mission aligned. This position provides hands-on experience in nonprofit operations, leadership, and community engagement while contributing to food security on campus.

### Primary Duties

- Uphold standard operating procedures (opening, closing, check-in, pantry cleanliness, etc)
- Lead food inventory processes by receiving donations, logging items, restocking shelves, and conducting inventory management.
- Provide direct service to Bear Pantry Members by assisting with the sign-up process, food selection, etc.
- Promote Bear Pantry program through social media, flyers, workshops, and campus events.
- Ensure ethical standards and enforce all university and food safety policies and procedures.
- Represent the Bear Pantry as an active member of the Center for Community Engagement, the Plaster Student Union, and the Division of Student Affairs.

### Learning Outcomes & Leadership Development:

Through this role, the Bear Pantry Coordinator will:

- Strengthen ethical leadership skills grounded in the Public Affairs mission.
- Gain knowledge in food systems, equity, and basic nonprofit operational practices.
- Contribute meaningfully to a campus-wide initiative to address food insecurity.

### Wage

\$15/hr

### Required Qualifications

- Strong written and verbal communication and organizational skills, and the ability to empathize and interact with students, and members of the University community
- Demonstrates flexibility, professionalism, and openness while working with diverse populations.
- Ability to work an average of 10-15 hours/week
- Valid driver's license and willingness to operate a university vehicle as needed

### Preferred Qualifications

- Daytime availability (between 8a.m.-5p.m.) Monday-Friday.
- Experience or interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.
- Trained in safe food handling via Ozarks Food Harvest or ServSafe certifications.

### Application Instructions

Please email the following materials to [BearPantry@missouristate.edu](mailto: BearPantry@missouristate.edu)

- Cover Letter
- Resume