



## **JOB ANNOUNCEMENT**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff works in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** General Store Associate  
**Department:** Outreach  
**Reports to:** Director of Community Outreach & Operations  
**Hours:** Part-Time  
**Salary:** \$16.50  
**FLSA:** Non-Exempt

### **Position Summary:**

Union Settlement is looking for a General Store Associate (food pantry) to join our Outreach Department. The ideal candidate is highly motivated, organized, and has a passion for serving communities in need. The candidate is prepared to join a fast paced work environment and ready to dive in to preparing the re-opening of our General Store (food pantry). The General Store Associate is a critical role at Union Settlement that will report to the Director of Outreach & Operations. The ideal candidate will support with daily functions of the General Store and work closely with our Facilities, Development and departments to ensure we are providing the essentials food and toiletries to our participants.

### **Responsibilities:**

- Maintain pantry inventory for weekly distributions.
- Place weekly orders with vendors of pantry items for the week.
- Receive and stock items on shelves and in spreadsheet.
- Register new clients and maintain existing clients in our database.
- Connect with Union Settlement departments on any changes or updates in regards with General Store.
- Coordinate with our Development team to schedule volunteers on a weekly basis.
- Generate monthly reports of funding and services.
- Follow up with participants or community members about food pantry service.

**Qualifications:**

- High school diploma or GED required.
- Strong organizational skills and ability, time management and interpersonal skills (ability to connect with participants).
- Very detail oriented with the ability to work in fast-paced and team-oriented environment.
- Strong communication skills and ability to interact professional with staff and outside stakeholders.
- Good computer skills with experience in excel spreadsheets and Microsoft word.
- Good written and verbal communication skills.
- Passion for social justice and servicing low-income communities – previous experience in non-profit setting is a plus.
- Fluent in Spanish is a must.

**To Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccId=19000101\\_000001&jobId=401786&lang=en\\_US&source=LI](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccId=19000101_000001&jobId=401786&lang=en_US&source=LI)

Please include Cover Letter, Resume, References, and Salary Requirements.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY  
EMPLOYER**