



### ***Senior Nutrition Program – PT Intake Associate***

New York Common Pantry is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education and hygiene services. We are a dynamic, mission driven organization, experiencing rapid growth and expansion at this time. The New York Common Pantry (NYCP) mission is to reduce hunger and promote dignity, health and self-sufficiency. We are a poverty fighting organization that uses a holistic approach to serve over 60,000 distinct people through over 500,000 visits each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

*The Senior Nutrition Program - Nourish* is a Commodity Supplemental Food Program (CSFP) that aims to increase health in individuals who are 60 years or older and have low-incomes by providing nutritious food choices from the U.S. Department of Agriculture. *Nourish* will serve over 15,200 seniors at 100 partner sites each month to expand food and nutrition services for low-income seniors living in Manhattan, Queens, Brooklyn and the Bronx. The Intake Associate is the primary agency interface between the seniors and the Nourish program, helping to process participation into the program and monthly food distribution.

### **Primary Duties Include:**

- Providing Intake Services to seniors at the office and mobile operations.
- Electronic data entry in the database system (training will be provided).
- Assisting with packing commodities bags when needed
- Assisting with reception, filing, and other duties as needed.

### **Job Preferences:**

- Bilingual Spanish or Mandarin/Cantonese
- Detail-oriented with excellent interpersonal skills and multitasking abilities.
- Proficient in Microsoft Office programs & Google Docs.
- Experience working with senior population.
- Interest/academic background in public health nutrition &/or social services.
- High School Diploma or Equivalent required; Associate's or Bachelor's Degree preferred.

**PT Hours – 28-30 per week**