

Loaves & Fishes Food Pantry has an immediate Open Position for

CLIENT COUNSELOR

We are seeking a Client Counselor to monitor client flow, offer crisis assessment and service referrals to clients. He or she reports to our Client Services Coordinator and assists with client and volunteer management and related administrative duties. The Counselor works collaboratively with a team of other staff members and skilled volunteers to deliver high quality dignified client experiences in a smoothly operating food pantry.

Hours: This is a part time position primarily working during open pantry hours plus some remote periods totaling 15-20 hours per week. Pantry hours are generally Wednesday and Friday with some evenings and Saturdays, schedule subject to adjustment once COVID restrictions are lifted.

Qualifications:

- Bachelor's Degree with 2 years' experience in a social services/human services field
- Master's Degree a plus
- Preferred client management experience in a group setting
- Skilled, attentive interviewer
- Strong leadership ability including consensus-building
- Ability to work independently, proven time management skills
- Excellent organization and proactive communication skills (oral and written)
- Proficient computer skills – email, word processing, spreadsheets, file management
- Commitment to continuous process improvement
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

This position offers paid time off and holidays.

Loaves & Fishes Food Pantry is a 501(c)(3) non-profit that helps those who face food insecurity in a supportive and dignified setting. We serve our neighbors in Ayer, Devens, Groton, Harvard, Littleton, Dunstable and Shirley. See website for additional information - <https://loavesfishespantry.org>

To apply please send a cover letter and resume to jobs@loavesfishespantry.org
Loaves & Fishes Food Pantry, Inc. is an equal opportunity employer.