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**Food Resources Specialist (Delivery and On-Site Support)  
Position Report to FRC Coordinator****THE COMMUNITY EDUCATION BUILDING**

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. An innovative co-location and shared services model focused on supporting the entire family, CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child's learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,300 students attending school in Wilmington's central business, CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.

**POSITION SUMMARY**

This position will support the Family Resource Center (FRC) at the Community Education Building (CEB) to distribute food to families, organize the pantry, unpack inventory, rotate shelves, make deliveries, and reach out to families to set up appointments. Under the direction of the FRC Coordinator, the Food Resources Specialist position involves front-facing client service; administrative support; and adult program facilitation. This role supports all Pantry duties, including implementing weekly pantry emails and orders, maintenance of the pantry, and providing general assistance to students, teachers, and CEB Community patrons that visit the pantry. The successful candidate will demonstrate strong emotional intelligence, interpersonal skills, and a client services approach to be able to engage and serve patrons from all backgrounds and ages, and coordinate members from multiple schools to serve our families in need.

**PERSONALITY TRAITS AND STRENGTHS**

- Client-service oriented
- Strong organizational skills
- Motivating and relatable
- Integrity, credibility, and unwavering commitment to CEB's mission.
- A positive contributor to a friendly, respectful, and supportive work environment.
- Natural relationship builder and problem solver
- Committed to clients
- Good listener
- Practices with a strong code of ethics and integrity and fulfills obligations
- Shows flexibility, initiative, and resourcefulness in all actions and conversations

**KEY SKILLS AND EXPERIENCE**

- Associate degree or higher in relevant field
- Must have a current valid driver's license
- Commercial Driver's License (CDL) preferred, but not required
- Two years or more experience in a public library or educational setting
- Ability to pass standard educator background checks
- Attention to detail

- Strong organizational skills
- High emotional intelligence
- Excellent oral and written communication skills
- Comfortable making public presentations
- Proven ability to build rapport and trust with students, staff and stakeholders
- Demonstrated ability to work collaboratively with clients and coworkers
- Bilingual English/Spanish a plus
- Detail oriented and data driven

### **RESPONSIBILITIES**

- Operate vehicle to deliver food products to families in Wilmington/New Castle County, DE area
- Be a representative of the CEB's mission and facilitating the food delivery program in a respectful, non-judgmental manner
- Load orders and deliver product to families
- Follow and maintain schedule for deliveries
- Responsible for keeping vehicle clean and neat while maintaining vehicle logs
- Support with on-site pantry needs as available

### **PHYSICAL REQUIREMENTS**

Must be able to:

- Lift 40 lbs
- Bend, reach, lift, carry, and push/pull loaded book carts when shelving materials
- Withstand extensive standing
- Assist in the preparation and maintenance of exhibits, posters, and displays

### **EQUAL EMPLOYMENT OPPORTUNITY**

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

### **TO APPLY**

Please email a cover letter and resume to Cathy Emerson at [cemerson@cebde.org](mailto:cemerson@cebde.org) with the subject line "Food Resources Support."