

**Equity & Inclusion Assistant:**

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty. Must be available to work 8-10 hours per week.

This position maintain the Food Pantry and participate in the Equity & Inclusion Committee.

**Specific Job Responsibilities:**

- Weekly tracking of use of the pantry
- Update resource documents available to students and the public
- Weekly restocking of pantry
- Monthly inventorying and reordering of stock
- Regular communication with the Oregon Food Bank
- Participation in required food handler training
- Purchasing and individual packaging of non-food items as needed
- Provide regular communication to College Council, Equity and Inclusion Committee, and TBCC Board of Education about progress and needs of the pantry
- Assist Equity and Inclusion Committee with the development and implementation of fundraising events
- Attend offsite meetings at non-profit agencies as able
- Attend Equity & Inclusion Meetings each month
- Other duties as assigned

**Required Skills and Experience:**

- Time management
- Organization and attention to detail
- Ability to take initiative and work independently
- Commitment to the values of equity and inclusion
- Good communication skills
- No previous experience is required
- Desire to work collaboratively with people from diverse backgrounds

Preferred skills and experience include, but are not limited to:

- Bilingual in English/Spanish
- Experience interacting with food pantries (either as consumer or volunteer)

Supervisor: Erin McCarley, Institutional Researcher

If interested, please submit your resume to:

Kelsey Jordan, Financial Aid Advisor, at Student Services or by email to  
KelseyJordan@tillamookbaycc.edu

**The review of resumes are on a first come, first served basis.**