

Equity & Inclusion Assistant:

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

This position will be 5-8 hours a week, with responsibilities including maintaining the Food Pantry and participating in the Equity & Inclusion Committee.

Specific Job Responsibilities:

- Weekly tracking 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
- Regular supply pick-ups from the Oregon Food Bank and other donors
- 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 off-site meetings at non-profit agencies, as able
- Attend Equity & Inclusion Meetings monthly
- 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
- Desire to work collaboratively with people from diverse backgrounds
- **No previous experience is required**

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, Director of Institutional Effectiveness

If interested, please submit your name and phone number to:

Kelsey Jordan at Student Services or by email to KelseyJordan@tillamookbaycc.edu