Illinois Valley Food Pantry in LaSalle has immediate opening for An Executive Director.

Minimum 30 hours per week. Salary $30,000
Must have reliable transportation.

Responsibilities:
To oversee the operation of the food pantry's office, under the direction of the Board.
Work with Pantry Manager to determine food purchasing needs and place orders.
Interview clients and recruit and schedule qualified, committed volunteers.
Work with Bookkeeper on budget, grant applications and United Way allocation requests.
Prepare monthly reports.
Maintain/update website.
Arrange for maintenance and repair of facility and equipment.
Lead and/or participate in fundraising activities as necessary.
Speak to clubs, organizations, churches or schools about the mission of the pantry.

Qualifications:
High School diploma or equivalent.
Ability to pass a criminal background check and drug screening.
Computer experience and basic marketing skills a must.
This position requires good organizational skills and detail orientation.
Ability to work with a team and strong communication skills are critical.
Commitment to the mission of the pantry, and respect for its clients and volunteers is of paramount importance.

Benefits Offered:
Paid holidays and time off.
Flexible schedule
Team Atmosphere

Send resume to:

Illinois Valley Food Pantry
Attn: Laurie Stuart
PO Box 184
LaSalle, Illinois 61301

Or email
ljstuart7@hotmail.com