

## Summer Meals Driver

### Job Details

### Job Location

0145 St. Leo Parish, Tacoma - Tacoma, WA

### Position Type

Full Time

### Salary Range

\$16.66 - \$16.66 Hourly



### Description

Drives vans for food transport to sites and assists in food production and delivery of nutritious lunches for students in Tacoma and Clover Park school districts.

## I. POSITION PURPOSE

Drives vans for food delivery and supports food preparation to the supervisor.

## II. MAJOR DUTIES AND RESPONSIBILITIES

Drive cargo vans for delivery of nutritious lunches to students at sites in Tacoma and Clover Park school districts.

Assist with packing meals into coolers for cargo vans, drive in a team to sites throughout Tacoma and Lakewood. Assist serving meals with site coordinators, or individual children, evaluating and tracking meals on OSPI forms. Bring back leftover meals, clean up, and prep food for next day as needed.

### Qualifications

Must be able to lift 30 pounds.

Must consistently demonstrate respectful, friendly demeanor.

Ability to maintain working relationships with children, parents, and staff required.

Requires valid Driver's License and ability to drive vans.

Must be 21 years of age and provide other documentation consistent with HR 16 of the Parish Human Resource Manual of the Archdiocese of Seattle to qualify as a driver.

E. Available for scheduled work Monday-Friday 10:00 am-3:00 pm

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.

**Benefits:** Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.



# Children's Summer Meals Associate

## Job Details

## Job Location

**0145 St. Leo Parish, Tacoma - Tacoma, WA**

## Position Type

**Full Time**

## Salary Range

**\$16.66 - \$16.66 Hourly**



## Description

Assist in Food production and delivery of nutritious lunches for students in Tacoma and Clover Park school districts.

## POSITION PURPOSE

Provides food preparation and delivery support to the supervisor.

## MAJOR DUTIES AND RESPONSIBILITIES

Pack meals into coolers for cargo vans, drive in a team to sites throughout Tacoma and Lakewood  
Unload and unpack leftover meals, clean up, and prep food for next day as needed.

### Qualifications

Must be able to lift 30 pounds.

Must consistently demonstrate respectful, friendly demeanor.

Must have the ability to maintain working relationships with children, parents, and staff.

Prefer Washington State Driver's License and ability to drive vans. (not required) E. Available for scheduled work Monday-Friday 9:00 am-3:00 pm

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.

Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.



## Development Coordinator - Salary

### Job Details

### Job Location

**0145 St. Leo Parish, Tacoma - Tacoma, WA**

### Position Type

### Full Time

### Salary Range

**\$80000.00 - \$85000.00 Salary/year**



### Description

Position Purpose - This position supports St. Leo Parish and Food Connection mission statements through all phases of work at the St. Leo Food Connection. The position promises to help support and maintain a respectful, friendly, cooperative environment where all who participate are treated with compassion, dignity, and respect.

1. Increase support through speaking opportunities. Seek out a variety of civic and church events to proclaim the mission of the Food Connection. Invite participation in the mission through volunteerism and fund raising.
  - a. Highlights volunteers through Food Connection and St. Leo Parish social media and e-newsletters
  - b. Create an effective system for recognizing agency volunteers at least annually.
2. Develop, implement, and oversee an Annual Development Plan including the following
  - i. Coordinate Annual Development Plan Calendar
    1. Develop calendar of annual fundraising and donor appreciation events
    2. Establish and facilitate committees for each event as necessary
    3. Identify and secure table/team captains for major fundraising events
    4. Manage details of all events, including invitations, program, marketing, advertising, logistics coordination
    5. Participate in all staff and commission (board) meetings
  - ii. Annual Appeal
    1. Develop, design, and write appeals for annual giving including major gifts
    2. Effective use of data base to include past donors appeals and follow-up thank you's
    3. Arrange for printing and mailing of appeals
    4. Launch and complete annual appeal including provision of updates to the Food Connection Commission
  - iii. Major Gifts and Sponsorships
    1. Develop and manage a portfolio of individual and institutional donors and prospective donors
    2. Develop strategy for major gifts and corporate sponsorships
    3. Maintain strong relationship with existing donors while cultivating new ones
  - iv. Grant Writing
    1. Identify grant opportunities
    2. Write grant applications
    3. Create quarterly grant response reports for the Food Connection Commission
  - v. Donor Database Oversight
    1. Fully implement and use of current database system
    2. Track donor contacts through thorough review of the database system to include current addresses, contact information, donation history



3. Ensure software updates are installed and used efficiently
4. Train staff on use of database system
5. Manage queries and run reports upon request
- vi. Marketing and Communications Outreach
  1. Strategize and execute effective social media outreach program
  2. Maintain agency's social media account to include Facebook and Instagram
  3. Oversee all print media materials and outreach
  4. Seek out opportunities to provide informational and motivational presentations to organizations and community gatherings
- vii. Maintain knowledge of current development practices
  1. Reading development journals, biogs, articles
  2. Attend workshops
  3. Participate in regional, archdiocesan and national professional organizations, as approved and appropriate

## Qualifications

### Job Requirements and Desired Traits

- i. Candidates must have
  1. 2 years of fundraising experience, especially in annual giving
  2. 1 year of grant writing experience or demonstrated strength in writing
  3. Experience using database software including building queries, and running reports
  4. Ability to read budgets and other financial documents
  5. Ability to concentrate in a warehouse setting
- ii. Strong candidates may also have
  1. Demonstrated success in events planning, especially in fundraising and sponsorships
  2. Experience in major gift solicitation
  3. Experience using database programs
  4. Experience in human services, especially emergency food assistance
  5. Experience in philanthropic community, especially in Pierce County
  6. Ability to speak publicly and passionately about the mission
  7. Experience with boards, committees, and other engagement-based fundraising
  8. Openness and understanding of the diversity of human experience and expression
  9. Strong organizational skills and attention to detail
  10. Creativity and ambition
  11. Good boundaries and clear communication
  12. Ability to work independently and seek supervision when needed

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Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.