

Now Hiring:

Assistant Director

Wilton Food Pantry

Wilton, New York

On-Site, Part-Time (15-20 hours/week)

The Wilton Food Pantry (WFP) is seeking an experienced, compassionate, and collaborative **Assistant Director** to support our organization in its mission to provide nutritious food and supportive services to individuals and families experiencing food insecurity.



Reporting to the Director, the **Assistant Director overseeing daily operations, and volunteer engagement.** This is an exciting opportunity for a mission-driven leader who enjoys working with volunteers, building community relationships, and making a meaningful impact in the lives of others.

About the Wilton Food Pantry

The Wilton Food Pantry is committed to ensuring that every neighbor has access to nutritious food in an environment that is guided by our core values of **Dignity, Partnership, Stewardship, and Compassion.** We work collaboratively with volunteers, donors, local organizations, and community partners to reduce food insecurity throughout the Wilton, New York area.

Primary Responsibilities

Organizational Leadership

- Oversee the daily operations of the Wilton Food Pantry.
- Implement the Board-approved Strategic Plan and organizational policies.
- Support the pantry with compliance activities and requirements.

Volunteer Leadership

- Train, schedule, and supervise volunteers.
- Foster a welcoming, collaborative, and mission-focused volunteer culture.
- Support ongoing volunteer development and recognition.

Community Engagement

- Serve as an ambassador for the Wilton Food Pantry.
- Support the Director with our community partnerships.
- Represent the Wilton Food Pantry at community meetings and public events.

Financial Stewardship

- Support the Director with the management of the operating budget and financial records.
- Assist with the documentation of the grants, donations, and expenditures.

Program Management

- Leader of the pantry operations to ensure services meet community needs.
- Track client utilization and program outcomes.
- Recommend improvements that enhance services and organizational effectiveness.
- Educate the community about food insecurity and Wilton Food Pantry's mission.

Preferred Qualifications

- Experience in a nonprofit, volunteers, community service, or food security organization preferred.
- Strong organizational, communication, and relationship-building skills.
- Proficiency with Google Suite, Quickbooks Online, and database systems.
- A valid New York State Driver's License.
- Successful completion of a background check.

Personal Qualities

- Compassionate and service-oriented
- Collaborative and relationship-focused
- Organized and detail-oriented
- Adaptable and resourceful
- A thoughtful problem solver
- Passionate about strengthening the community

Working Conditions

- Approximately **15-20 hours per week**, including currently, Monday and Saturday mornings; and Wednesday evenings.
- Combination of office, pantry, and community-based work.
- Lead pantry operations.
- Local travel required.

Why Join the Wilton Food Pantry?

This position offers the opportunity to make a lasting difference in the lives of neighbors experiencing food insecurity while helping guide a respected community organization into its next chapter. Working alongside a dedicated Board of Directors and an outstanding team of volunteers, the Assistant Director will help shape the future of the WFP and strengthen its impact for years to come.

- Flexible Hours
- Accrued Paid Time Off
- Pay Range: \$18-21/hour (Based on qualifications and experience)

To Apply

Please submit a cover letter, résumé, and two character/professional references to the Wilton Food Pantry Board of Directors: donna@wiltonfoodpantry.org

Applications will be reviewed on a rolling basis until the position is filled.

Address:

Wilton Food Pantry (WFP)

155 Ballard Road

Wilton, NY 12831

Trinity United Methodist Church- WFP-Annex

Email: Board@wiltonfoodpantry.org

Mail: PO Box 2383, Wilton, NY 12831

Website: Wilton Food Pantry

The Wilton Food Pantry (WFP) is an Equal Opportunity Employer and welcomes applicants from all backgrounds and experiences who share our commitment to serving the community with dignity and respect.