



The Waysmeet Center Full Time Coordinator Job Description

Waysmeet Mission and Description

The Waysmeet Center is a food pantry, community center, and student residential community focused on connecting with each other and making the world a better place. Our mission is to create positive change through direct service grounded in compassion, equity, and social justice in the NH Seacoast community.

Waysmeet is the home of the Cornucopia Food Pantry, which provides food and other support to community members from many Seacoast towns. All are welcome and there are no restrictions to accessing food or support.

Introduction

The Coordinator will manage and guide Waysmeet to ensure optimal mission impact with its community service programs. The coordinator will work independently and collaboratively with the interns, volunteers, and the Board of Directors. Key duties include coordinating the operations of the food pantry, expanding fundraising efforts, general outreach, and relationship building. This position reports to the Board of Directors.

Responsibilities

Operations:

- Plan, actively manage, and oversee the organization's operations and programs with annual and biannual goals. Establish goals, objectives, and operational plans in collaboration with the Board of Directors and carry out plans and policies authorized by the Board
- Oversee eight residents, providing general support and fostering a sense of community and mutual responsibility for the facilities and upkeep of the building
- Engage with community partners to support Waysmeet's mission
- Cultivate relationships with fellow community organizations and other nonprofits
- Supervise several undergraduate or graduate student interns

Finance and Development:

- Support annual fundraising plan, leveraging the Board as needed
- Actively engage in fiscal management through budget development and oversight; routinely report performance and financial activities to the Board
- Broaden Waysmeet's reach by developing new initiatives to expand awareness of the organization's work

Position Requirements

Required Experience/Qualifications:

- Passion for Waysmeet's mission
- Commitment to approaching work and decisions with an intersectional, social justice lens
- Strong leadership, organizational, interpersonal, decision-making, and financial management skills
- Strong writing and speaking skills to communicate with diverse audiences
- Demonstrate success building relationships, with potential donors as well as partner organizations

Desired Qualifications:

- Experience with nonprofit management
- Community connections, outreach, and organizing experience
- Supervisory experience with supporting staff/volunteers

A successful candidate will:

- Have creativity in approaching problems and challenges
- Be centered in a sense of spirit and community
- Demonstrate strong initiative

Compensation

Annual salary of \$55,000-\$60,000 , based on 40 hours per week

Paid time off: Accrual of 15 days per year & 15 days of sick leave

Other benefits are not offered at this time but may be available in the future.

This position will be open until filled with a desired start date late April/early May

To apply, please email your resume and cover letter as one pdf file to katyallen92@gmail.com including your name in the subject line. If possible, please include LinkedIn profile and social media links in your resume. No phone calls please.