



Mary, Mother of God Parish

1220 West Catalpa Ave., Chicago IL 60640 | 773-561-5343 | motherofgodchicago.org

Outreach Ministry Manager

Mary, Mother of God (MMoG) Parish is seeking an Outreach Ministry Manager to direct the St. Thomas of Canterbury Food Pantry and Soup Kitchen operations and expand the ministries over time.

The soup kitchen & food pantry are volunteer operations co-located in the basement facilities of St. Thomas of Canterbury church at 4827 N. Kenmore. The soup kitchen, which will serve over 8000 this year, and has been part of Uptown for more than 40 years – guests are served Tuesday and Friday evenings. The food pantry, which helped 14,000 in 2022, serves clients Monday and Thursday mornings.

TERMS & CONDITIONS: Fulltime position offering a \$50,000 salary and comprehensive Archdiocese of Chicago benefits. Reports to MMoG parish Director of Stewardship.

Responsibilities include:

- Foster a welcoming community within Mary, Mother of God parish where neighbors in need of support will feel comfortable interacting with parish staff and volunteers who want to help.
- Spearhead a welcoming guest/client experience. Maintain awareness of environment to proactively manage crises (deescalate) and address safety issues.
- Orchestrate volunteers including recruiting, scheduling, orientation/training, recognition, supervision, and all communications.
- Manage all aspects of food inventory, procurement, food rescue, controls, and distribution. Place Greater Chicago Food Depository food orders, receive food deliveries, and define food safety and inventory protocols which minimizes waste while ensuring food quality and sanitary storage.
- Ensure compliance with both Greater Chicago Food Depository and USDA contract terms and City of Chicago food safety regulations. Oversee safety policies and procedures.
- Coordinate facilities, equipment maintenance, and pest control with MMoG Director of Facilities.
- Coordinate budgets and grant opportunities with MMoG Directors of Operations & Stewardship. Identify financial needs to improve functionality and client experience. Work with Director of Stewardship to acknowledge the generosity of donors.

Qualifications include:

- Passion for service as Christ described (Matthew 25:35) *“For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me”* evidenced by social services employment or volunteer experience.
- Strong verbal communication skills including speaking to large groups. Multilingual skills desirable, especially Spanish, Vietnamese, and Chinese.
- Able to work as a collaborative parish staff member and team leader coordinating and motivating student and adult volunteers.
- Strong organization and time management skills.
- Requires walking, standing, sitting, and lifting boxes up to 50 lbs., and the ability to work a flexible schedule including evenings and occasional weekends.
- Working knowledge of Google Docs/Sheets and basic computer programs.
- Certified in food handling safety standards and knowledge of food safety, storage practices, and inventory management desirable but training available.
- Ability to safely operate parish vans, including valid Driver’s License and clean driving record desirable.

APPLY: Send resume and cover letter to the Mary, Mother of God Parish office at office@saintita.org, 1220 W. Catalpa Ave., Chicago IL 60640 or call 773-561-5343.