

## Resource Center Manager Job Description

### About WMCS

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crises with vital support taking many forms – supplying food, clothing and household items, referrals for county, state or federal support services, sponsorship of other local non-profits providing important services, and much more to community members in need.

### **Job Overview**

We are seeking a dedicated and responsible individual to join our compassionate team as our Resource Center Manager. The Resource Center is the heart of WMCS and the go-to stop for community members seeking support.

**Pay:** Starts at \$26 per hour depending on experience.

**Job type:** in-person, at least 35 hours per week

**Ideal start date:** Monday June 3.

**Schedule:** Monday through Friday roughly 9am – 5pm.

**Location:** WMCS Resource Center and Food Pantry in Point Reyes Station, CA.

**Benefits:** Paid time off, vacation, sick time, holidays, and employer paid health insurance.

**Application:** Please send resume, cover letter, and 3 references to [hr@westmarincs.org](mailto:hr@westmarincs.org)

**This role will frequently interact with those who are experiencing mental health challenges, in crisis, experiencing homelessness, and/or prefer to use Spanish to communicate.**

### **Position Summary and Duties**

- Oversees all activities of the Resource Center: Food Pantry, Emergency/Financial Assistance, and other projects/programs.
- Supervises all Resource Center personnel including paid staff and volunteers.
- Reports to Director of Programs.
- Partners with Director of Programs on generation and delivery of grant agreements; follows-up and tracks completion, execution, and budget, including reports.
- Keeps program or administrative staff abreast of items that require action.
- Schedules meetings, provides logistical support, and attends meetings as required.
- Coordinates client(s) assistance and refers them to appropriate services.
- Coordinate programs, projects, and events such as the Holiday Program and Tax Prep.
- Coordinates services and assistance for individuals needing help with financial assistance, housing/rent, energy bills, emergency assistance, referrals, and other casework.

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956  
415-663-8361 [www.westmarincommunityservices.org](http://www.westmarincommunityservices.org)



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- Provides back-up to Assistant Manager with general operations, including clerical and reception duties, food pantry distributions, and other tasks as-needed.
- Manage, oversee, collect, and submit data on food pantry, emergency assistance, and other activities within the Resource Center into the WMCS database system.
- Attend and support WMCS programs like the Breaking Bread and other fundraising events.
- Ensure Resource Center programs run smoothly and all deliverables are completed on time.
- Supervise and follow all workplace and food safety procedures.
- Communicate with the Director of Programs regarding personnel issues and other concerns.
- Compile and track Director of Programs recommendations; follow through and completion.
- Coordinates individuals' needs with Assistant Manager.
- Performs other duties as assigned by the Director of Programs and Executive Director.

#### **Preferred Competencies**

- Experience managing programs within non-profit organizations.
- Bilingual skills in English and Spanish: speaking and writing.
- Proficiency in computer use; Microsoft Office Suite and databasing programs.
- Organized and able to prioritize tasks; strong time management and attention to detail.
- Welcoming demeanor; able to relate to a wide variety of people.
- Understanding of the needs of low-income individuals and families in West Marin.
- ServSafe Food Handler's license either current or expecting to renew.

#### **Minimum Qualifications**

- AA degree, two courses in sociology, OR an equivalent combination of education and experience sufficient to successfully perform the job's essential duties listed above
- Must possess and maintain a valid California Class C driver's license with satisfactory record.
- Able to lift/move items up to 30 lbs.
- Able to sit and work at the computer for long hours.

#### **Equal Opportunity Employer Committed to Workforce Diversity**

WMCS policy on equal employment opportunity prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all of the above qualifications and qualifications. Preference will be given to applicants who speak Spanish.**



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We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.