



United Way  
OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

### Community Resource Coordinator

Status: Hourly, Nonexempt, Casual Part Time (5 hours per week)

Grant funded through 6/30/2026 and expected to end on that date

Rate: \$15/hr

Location: Panther Valley Elementary School, Nesquehoning, PA

#### **Position Description**

The Community Resource Coordinator plays a key role in ensuring consistent access to food, hygiene supplies and essential items for students and families at Panther Valley Elementary. This part-time position is responsible for overseeing the day-to-day operations of the school's food pantry and coordinates related donations and resource supports.

This role is responsible for ordering food and essential supplies, tracking and organizing inventory, preparing for regular, monthly food pantry distributions, coordinating volunteer schedules, and ensuring donations are received, documented, and distributed efficiently

#### **Accountabilities**

1. Oversee Pantry and Supply Closet Operations
2. Manage Basic Needs Resources
3. Coordinate and Support Volunteer Engagement
4. Maintain Donations and Community Partnerships

#### **Work Experience and/or Education Required**

Prior experience (paid or volunteer) in food distribution, inventory, nonprofit work, or community outreach required.

#### **Skills Required**

- Must be able to lift and move boxes up to 40 lbs.
- This position requires a full set of child abuse clearances for which UWGLV will cover the cost.
- Strong organizational and time management skills
- Ability to work independently and communicate effectively
- Familiarity with email, spreadsheets, or basic inventory tracking systems
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

#### **Benefits Package**

This position receives fully paid telehealth services through HealthiestYou with no co-pays for virtual visits.

#### **Work Location**

This position is based at Panther Valley Elementary School in Nesquehoning, PA. In-person hours are required for pantry distribution days and as needed for sorting and distributing donations.

#### **HOW TO APPLY**

Interested candidates may apply via: <https://my.career.place/static/jobs/community-resource-coordinator-panther-valley-elem-cmdhq6xevdw80iphuqk6xbek?source=uwglv>