



Job Title: Senior Pantry Manager

Organization: New Life Community Development Corporation (New Life CDC)

Location: Elmhurst/Corona, Queens, New York City

Reports To: Executive Director

Projected Start Date: November 3, 2026

Organization Mission:

As a demonstration of God's love, we partner with our neighbors to create pathways to physical, emotional, and social health that confront cycles of intergenerational poverty.

Job Summary:

The Senior Pantry Manager is responsible for overseeing all aspects of New Life CDC's Food Pantry, which includes our walk-in and grocery services and hot meals program. This is a new role that includes managing day-to-day pantry operations, supervising pantry staff and volunteers, and maintaining and building partnerships. The Senior Pantry Manager will also support organization wide initiatives through volunteer management and collaboration with the Director of Programs and Community Partnerships and Executive Director.

Key Responsibilities:

Program Management:

- Operations: supervise all weekly pantry operations, including monitoring site safety and communicating with onsite security, maintain pantry spaces, manage inventory with a high attention to detail
- Purchasing and Budget: make weekly food orders, schedule weekly food deliveries, manage the program budget
- Client Service: build meaningful relationships with the diverse neighbors we serve and ensure a safe and welcoming environment for all
- Partnerships: maintain existing pantry partnerships, cultivate new partnerships for the pantry, and manage key communications with church building staff over space use
- Compliance: ensure compliance with all Food Bank and city requirements, serve as the point of contact for all inspections
- Growth: in partnership with the Executive Director, identify opportunities for greater impact and develop new initiatives in response to community needs

Staff Supervision:

- Supervision: closely supervise a diverse team of part-time pantry staff and contractors, developing staff through consistent feedback and training



- Hiring: identify gaps in pantry staffing and opportunities to invite neighbors into reinvestment through paid work
- Support: fill in on direct reports' roles as needed, including supporting with receiving weekly delivery shipments and cleaning

Volunteer Management:

- Volunteer recruitment: recruit new volunteers as needed, communicate with interested volunteers, for the pantry (CDC's largest volunteer program) and for other programs
- Volunteer management: manage volunteer concerns and questions, track volunteer hours and engagement
- Volunteer appreciation: organize organization-wide volunteer appreciation events and initiatives to build volunteer community and retention
- Relationships: support volunteer leaders and cultivation of new leaders

Reporting and Communication:

- Data: properly record all pantry-related data, evaluate and improve overall data infrastructure of pantry
- Storytelling: in partnership with the Director of Programs, record and share stories of impact at the pantry with partners and through our various communications channels
- Grants: support with pantry-related grants, including existing annual grants and identification of new grants

Qualifications:

- **Education**: BA or BS preferred
- **Work Experience**:
 - Prior experience in program management and staff supervision required
 - At least 4 years of nonprofit experience preferred
 - Any prior pantry experience preferred (including as a volunteer)
- **Schedule**: Ability to work Tuesday evenings and Saturday mornings during pantry hours, taking Sunday and Monday as the weekend.
- **Commitment to Mission**: Deep commitment to serving disinvested communities and advancing the mission of New Life CDC, with a relationship centered approach.
- **Cultural Competence**: Knowledge of and sensitivity to the needs of diverse, low-income, food and housing insecure communities, particularly within Elmhurst and Corona. Additional language skills in Spanish, Mandarin, Cantonese or other languages preferred.
- **Additional Skills**:
 - Ability to lift at least 30lbs required. Ability to lift at least 50lbs preferred.
 - Exhibit a proactiveness, resourcefulness, and adaptability in the context of a small team.

**Salary Range:**

The salary range for this position is \$70,000-75,000 depending on experience, or \$30-35/hr if interested in a part-time version of this position.

Benefits for full time employees include paid holidays, 15 days of paid vacation per year, health, dental and vision insurance, and 403(b) retirement plan with employer match after 1 year of employment.

Application Instructions:

To apply, please submit resume and cover letter to Amy Zhao at amy.zhao@newlifecdc.nyc, and include "Senior Pantry Manager" in the subject line.