

**Administrator  
Little Kitchen Food Shelf  
of Grace Lutheran Church**

**Reports to:** Pastor  
**Status:** Part-time, 10-12 hours per week  
**FLSA:** Exempt

**Summary:** This part-time position manages the key needs of the Little Kitchen Food Shelf, a no-boundaries no-restrictions emergency food shelf serving Northeast Minneapolis and beyond. Learn more about LKFS at <http://gracenempls.org/service/little-kitchen-food-shelf/>.

**Essential Functions**

- **Management:** Recruit, train, and schedule volunteers; maintain complete and accurate records of food shelf use and clients served; purchase food and required supplies; coordinate garden volunteers and produce distributions.
- **Financial:** Plan and maintain program specific budget; conduct fundraising and apply for grants as needed; develop and maintain neighborhood and local partnerships to support the ministry.
- **Communication:** Assist volunteers in registering new clients; manage phone calls, Facebook messages, and other inquiries; create content and distribute online newsletter; provide monthly program reports to church council.
- **Development:** Maintain programs related to food shelf ministry, including youth education, summer camps, and school groups.

**Qualifications**

Comfort with or ability to quickly learn standard Microsoft Office software, especially Excel.

**Physical Requirements**

Moderate lifting (up to twenty-five pounds).

**Expectations**

Schedule can be flexible.

This position can be performed in conjunction with the Grace Lutheran Church Administrator. Interested candidates are encouraged to apply for both.

Submit cover letter and resume to Pastor Emmy Kegler, [emmy@gracenempls.org](mailto:emmy@gracenempls.org) or mail to 1500 6th St NE, Minneapolis MN 55413.