Auburn Interfaith Food Closet

1788 Auburn Ravine Road
Auburn, California 95602
530-885-1921
www.auburnfoodcloset.org
aifc@auburnfoodcloset.org

VOLUNTEER NEEDS

URGENT NEEDS:

- **Communication Director.** Oversee all media, social media, web and external communications. Ideally will be computer-savvy and familiar with Canva, Word, Publisher, social media, basic Excel. Good written and verbal communication skills are a must. Many of the tasks can be done remotely. Will sit on the Executive Board.

- **Assistant Treasurer Director:** Assist Treasurer with day-to-day financial operations to include bank reconciliation, remote deposit, payments, etc. Knowledge of QuickBooks and Excel is a must. Previous bookkeeping and/or accounting a plus.

- **Fundraising Committee Chair**. Oversee Committee with various projects such as organizing the annual tax letter mailing, coordinating Annual Appeal mailing, and other various events related to fundraising and grants

- **Team Leaders/Co-Team Leaders.** Need leadership and good organizational skills. Training will be provided. Daytime shift 9:30-2:30, evening shift 3:30-7:30.

- **Chair, Nutrition Committee.** Committee helps plan menus, test and publish recipes and food handling advice; design and create Recipe of the Month cards & mailings –

OPERATIONS NEEDS

- **Warehouse Operations staff(s),**
  Bagging, sorting, stocking, working with guests, Requires lifting min 25 lbs, position is mostly standing.

- **Driver Team (Gleaners).** Pick up food from stores, preferably with own pick-up truck or van, but our van can be used; must have valid driver's license and provide driver insurance information. Will be trained. Usually, early mornings –

- **Homebound Program Driver/Navigator(s).** Deliver food to homebound clients using our refrigerated truck.. Training will be provided. Must have valid driver's license and provide current liability insurance information. Typically, one shift/month

OTHER NEEDS

- **Assistant to Fundraising Committee Chair:** Take on one or more fundraising tasks such as annual tax letter mailing, annual appeal mailing, etc. Many tasks can be done remotely.

- **Assistant Lead: Thanksgiving Walk to Stock the Food Closet.** Start to learn the process, so we can carry it forward when the current Lead decides to reduce his work with AIFC. Planning begins in October – event takes place Thanksgiving morning.

This institution is an equal opportunity provider. Nonprofit 501(C)(3) FEIN 68-04242269
Revised 07/28/26

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- **Assistant Lead(s)** for **Big Day of Giving -** Learn the annual steps of this process and our approach to maximize the return without too much effort. Activity occurs in May, but prep work starts in January.

- **Assistant(s) for Special Events/Food Resources Committee.** Help organize and work our major food drives: Stuff-A-Bus, Hunger Action Month (HAM), USPS Food Drive, Empty Bowl, and Turkey Drive

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