Casa de Peregrinos Position Description
Sunland Park Pantry Coordinator

Job Title:	Sunland Park Pantry Coordinator
Location:	Sunland Park Pantry, 3465 McNutt, Sunland Park NM
FLSA Status:	Non-Exempt
Rate of Pay:	$17.00 per hour
Hours per week:	32 to 40
Hire date:	Estimated October 1, 2026

Casa de Peregrinos (CdP), an emergency food program, provides free supplemental groceries to individuals and families at risk of hunger in Las Cruces and Doña Ana County, serving as a safety link for those unable to purchase sufficient nutritious food. It is the largest and most comprehensive food pantry in southern New Mexico, providing over 90,000 distributions of groceries every year. It has grown from distributing approximately one million pounds of food per year in 2012 to over 8.4 million pounds in 2025-6.

Position Summary: The Sunland Park Pantry Coordinator is a 32 to 40 hour per week hourly position reporting to the Deputy Director of Casa de Peregrinos. Its overall mandate is to oversee the opening of the Sunland Park Pantry, helping to establish its systems and processes and conducting its ongoing food distribution. It requires a team player with strong organizational and communication skills, deep familiarity with the Sunland Park community, personal initiative and creativity, respect for those who donate their time, empathy for those coming to the agency, and a deep commitment to the mission of CdP. It is responsible for establishing an environment that welcomes clients regardless of their personal circumstances, and a culture which is proactive about drawing new clients into our programs and seeking out new ways to serve hungry families.

Specific Position Responsibilities:

Coordinate the acquisition, storage, and distribution of food from the Sunland Park Pantry

- Ensure food safety in accordance with environmental health standards and in compliance with all oversight agencies.
- Coordinate with the CdP Central Pantry to organize food deliveries to assure that carts will contain at least 100 pounds.
- Oversee client intake and registration.
- Assure that a consistent and reliable distribution schedule is maintained for clients
- Seek out opportunities to provide more food to local families, organizing Pop Up markets and other special events.
- Provide on-site opportunities for other local agencies to inform CdP clients about their services.
- General warehouse duties: restocking, inventory control, cleaning, equipment safety checks, daily temperature logs.
- Provide required reports to the management and board of CdP.

Coordinate the Home Delivered Food Program

- Collaborate with other service providers in the south valley to identify families who are homebound and unable to access the pantry
- Develop and maintain systems for scheduling home deliveries to those families

Serve as the voice for Casa de Peregrinos in the Sunland Park region

- Represent CdP at appropriate community and coalition meetings and public events and provide regular updates to stakeholders.
- Conduct consistent and active outreach to inform potential clients about the services of the pantry.

Staff and volunteer coordination

- Coordinate staff scheduling and shift coverage, training, and oversight of activities.
- In consultation with the Volunteer Coordinator of Casa de Peregrinos, assure the recruitment, training, oversight, and scheduling of sufficient volunteers to support programs, adhering to all the guidelines established by CdP.
- Assist in the hiring process when staff vacancies occur. Help recruit, screen, and interview well-qualified candidates in a timely manner, and provide input to the Deputy Director for a final hiring decision.

Skills /Qualifications:

- Excellent interpersonal and communication skills
- Deep familiarity with the community of Sunland Park and the surrounding areas.
- Bilingual Spanish/English preferred.
- Ability to perform as an effective team member and work independently.
- Commitment to the mission of Casa de Peregrinos

Position requirements:

- High school diploma or equivalent job experience.
- Strong computer skills (word processing, spreadsheet, database, e-mail and internet experience)
- Valid Driver's License and a clean driving record
- Ability to lift and move heavy objects and equipment weighing up to 50-75 pounds manually or with the aid of lifting devices
- Ability to operate material handling equipment including forklift, pallet jack, and dolly

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Casa de Peregrinos provides equality of opportunity for all persons with respect to hiring without discrimination on the grounds of race, color, religion, national origin, sex, pregnancy, age, disability, veteran status, sexual orientation or gender identity. All employment will be decided based on qualifications, merit and business need. All employment will be decided based on qualifications, merit, and business need. If you need assistance or an accommodation due to a disability, you may contact us for support at ana.r@cdp-inc.org. At Casa de Peregrinos, we celebrate our diversity. Casa de Peregrinos is proud to be an equal opportunity workplace