

Roman Catholic Community of the Tonawandas

FAMILY # 18 [2660 NIAGARA FALLS BLVD. TONAWANDA, NY 14150]



JOB TITLE: Matthew 25 Outreach Asst.

JOB CATEGORY: Outreach

Department/Group: Matthew 25

Full Time/Part Time Part-Time (20-25hrs)

Office Location Matthew 25 Center
150 Broad Street
Tonawanda, NY 14150

Travel required: minimal

Salary \$17/hr

Benefits

Contact Marie Schwab

Date posted: June 15, 2026

APPLICATIONS ACCEPTED BY:

Email business@rcct.faith

Subject line: Mt. 25 Assistant

JOB DESCRIPTION

Role and Responsibilities

- The role of a part time outreach manager for the Matthew 25 Center involves working face to face with people in need of our services of food, clothing, and medical equipment. As a role in a parish ministry, the worker must uphold Christian values. This includes treating everyone with dignity and respect, supporting volunteers and other staff, and looking ahead for ways to strengthen and improve services.
- Work with other staff to manage food pantry, clothes closet, and hospitality programs
- Work directly with guests to understand needs and provide compassionate and kind service
- Available during morning pantry days and/or Tuesday and Thursday evenings when scheduled (this is shared among other staff)
- Willingness to encounter people from different cultures, backgrounds, and abilities
- Use knowledge of programs to answer questions of guests, donors, and community members
- Make referrals to other organizations when appropriate
- Supervise and work alongside volunteers to accomplish regular program tasks
- Correspond with general service inquiries through phone and email communications
- Assist in managing food drives and distribution of food and seasonal items before major holidays
- Complete necessary training and certification for food safety, civil rights, and serving youth and vulnerable people
- Collaborate with other staff and key volunteers on program improvements

Qualifications

Knowledge and understanding of the teachings and mission of the Catholic Church

Computer skills with sufficiency in Word and Excel

Strong communication and organization skills.

Must be able to work independently but also build relationships with other staff and parishioners.

Reports to

Matthew 25 Director, Pastor, Parochial Vicar(s), Pastoral Associate, Business Manager.

Interested parties should submit resume/cover letter to pastor at above email address.

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**** Family # 18 is an equal opportunity employer**

Last updated by: Pastor June 13,206

