



Food Access Program Assistant

Organization: The Community Action Center (CAC) is a community-based, non-profit, human services organization that provides and advocates for the basic needs of people and families throughout Rice County. Its programs create a robust safety net for low-income families and include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care assistance, and more.

CAC provides drop-in resource centers where immediate response and support are available, and its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of households each year. CAC also owns and operates multiple housing projects, spanning from emergency shelter to permanent supportive housing, whose services include ongoing intensive case management with tenants. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills, while CAC's retail clothing store in downtown Northfield provides the entire community with access to affordable clothing.

Mission & Values: CAC's mission is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. To that end, CAC strives to be a trauma-responsive organization, providing services that embody the idea that people can adapt, heal, and even grow from traumatic experiences. Recognizing the effects that trauma has on individuals, families, and our society as a whole, CAC aims to reduce the impact of trauma on the lives that the organization touches by helping individuals to feel safe, connected and in control—over the course of many interpersonal interactions and in a variety of welcoming settings. Responding to the community in a trauma-responsive way is critical to the success of this position and to the mission of the CAC.

CAC's resources and staff are integral parts of their communities and include partnerships with schools, businesses, faith communities, and other organizations. This extensive local network allows CAC to pursue community-engaged solutions, prioritize partnerships, and collaborate with thousands of volunteers. Currently, CAC is looking for a **Food Access Program Assistant** to help support the community-responsive work of CAC.

Job Title: Food Access Program Assistant

Reports to: Food Access Program Director

Primary Location: Northfield

FLSA Status: Hourly, non-exempt

Hour Status: 20 hours, with occasional evening and weekend hours

Job Summary: The **Food Access Program Assistant** is a dynamic public-facing role focused on general operational support of CAC's food access work, community engagement, training and coordination of volunteers, and will collaborate closely with other members of the Food Access Team to ensure that our food shelves embody a culture of abundance, hope, support, and appreciation for those we serve.

Primary Job Responsibilities:

- **Community Engagement:**
 - Support training and management of food shelf volunteers
 - Support the home delivery program, food rescue and mobile distributions, using the CAC cargo van as needed
 - Build relationships with participants and work with CAC leadership to identify new areas of opportunity for outreach and engagement
 - Collaborate closely with the Food Access Team and other CAC staff to connect



participants with other food resources and provide seamless referral to other support services

- **Food Program Support:**

- Assist in general food shelf operations, data collection, inventory, and maintenance
- Process incoming food rescue and other donated food for distribution
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training, follow all safety procedures and communicate appropriately

General Responsibilities:

- Demonstrate commitment to the agency's mission: *"To promote a healthy, caring and just community for all people through resources, advocacy and volunteer effort."*
- Employ trauma-responsive, person-centered care practices to create a safe and healing space, build relationships, foster agency and invest in the long-term wellbeing of participants
- Utilize crisis intervention and conflict resolution skills to support individuals and families in need
- Follow all mandated reporting laws for vulnerable adults as well as child abuse and neglect
- Attend and actively participate in regularly scheduled organization and team meetings and trainings

Work Environment and Physical Demands:

- Blend of typical office environment and warehouse environment. Exposure to computers, copiers, scanners and printers, scales, and pallet jacks
 - Employee is subject to minimal noise level
 - While performing the duties of this job the employee is regularly required to walk, stand, climb stairs, bend, kneel, use hands to write, use computers and lift up to 40 lbs.
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Required qualities:

- Experience working within or alongside diverse populations
- Excellent interpersonal skills, including both verbal and written communication
- Highly organized and effective in a dynamic fast-paced environment
- Excellent ability to multi-task and troubleshoot issues
- Ability to work independently and as a member of a team
- Passion for equity and social justice

Preferred qualities:

- Bilingual in English and Spanish strongly preferred
- 2+ years of experience in customer service, human services and /or food access
- Familiarity with Rice County organizations and resources
- Previous experience working or volunteering in a food shelf setting
- Proficient in Google Suite and Microsoft Office (PowerPoint, Word, and Excel)

Certificates, Licenses, and Registrations:

- Must possess and maintain a valid Minnesota driver's license
 - Must possess Personal Auto Insurance
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Compensation: The position is designed as a half-time, 20-hour/week, non-exempt position. Starting hourly wage will depend on experience and qualifications, with a starting range of \$17-20/hour plus benefits (including a stipend for health care). Occasional night and weekend hours may be required. CAC offers flexible work arrangements, professional development opportunities, and a chance to creatively build and implement innovative ideas.

Equal Opportunity: CAC is an equal opportunity organization. CAC believes that the most efficient and effective workplaces include employees from diverse backgrounds. We strive to create a work environment where all employees and individuals, regardless of race, creed, color, religion, sex, national origin, age, marital status, political affiliation, sexual orientation, gender identity, disability, public assistance status or veteran status, can succeed and make an impact in the community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application and Hiring Process: CAC will be interviewing on a rolling basis until the position is filled. To apply, please submit a cover letter, resume, and contact information for three professional references to employment@communityactioncenter.org. Inquiries and questions can be sent to this same e-mail address or by contacting CAC's Food Access Program Director, Michael Pursell, at pursell.michael@communityactioncenter.org or 507-350-2371.