



Bilingual Food Access Support Specialist, Northfield - job description

Organization – The mission of the Community Action Center (CAC) is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. A community-based, non-profit, human services organization, the CAC provides and advocates for the basic needs of people and families throughout Rice County. Its services and programs create a robust safety net for low-income families. These services include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care, and more. CAC provides a drop-in resource center where immediate response and support is available. Its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of individuals each year. CAC owns and operates multiple housing projects, spanning from emergency shelter to permanent supportive housing. These housing programs include ongoing intensive case management services with tenants. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills. Additionally, CAC's retail clothing store provides the entire community access to affordable clothing.

CAC's resources and staff are part of the community 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 **Bilingual Food Access Support Specialist** to help support the community responsive work of CAC in Northfield.

Job Title: Bilingual Food Access Support Specialist, Northfield

Reports to: Food Access Program Manager, Northfield

FLSA Status: Hourly, non-exempt

Hour Status: 30 hours, will include some nights and weekends

Job Summary: Working with the Food Access Team, the **Bilingual Food Access Support Specialist** will support the general operations of the CAC's food access program. The position will focus on both community-based food access, and the recruiting, training, and coordination of volunteers for the Northfield food shelf locations. CAC's success depends on the ability of its staff and volunteers to adjust and adapt as they dynamically meet the needs of the community.

Primary Job Responsibilities:

Food Program Support:

- Update confidential client information, including demographics, through a check-in process
- Build relationships and provide seamless communication and referral to Community Advocates staff for further services
- Coordinate the weekly home delivery program, using the CAC cargo van as needed
- Recruit, train, and coordinate volunteers for the Northfield food shelf locations
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training, follow all safety procedures and communicate appropriately
- Attend and actively participate in regularly scheduled organization and team meetings
- Use crisis intervention and conflict resolution skills to support individuals and families



Community Engagement - CAC strives to be a trauma-responsive organization. Along with recognizing the effects that trauma has on individuals, families, and our society as a whole, the CAC aims to reduce the impact of trauma on the lives that the organization touches. Being trauma responsive means believing that people can adapt, heal, and even grow from traumatic experiences. Post-traumatic growth happens when individuals feel safe, connected and in control—over the course of many interpersonal interactions in a variety of 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.

- Demonstrate commitment to the agency's mission, *"to promote a healthy, caring and just community for all people through resources, advocacy and volunteer effort."*
- Provide person-centered, trauma-informed care practices to build and maintain relationships, exercise cultural humility, and build trust in order to preserve and uphold participant choice
- Support community food drives and donations, communicating food needs, engaging partners, and actively seeking donations
- Identify service barriers and work to remove them through engagement with the community and by linking participants to formal and informal supports
- Work with Food Access Program Manager and CAC leadership to identify new areas of opportunity for community outreach and engagement with individuals, youth, and families

Required qualities:

- Bilingual in English and Spanish
- Experience working alongside diverse populations
- 2-5 years of experience in community organizing, individual family support and/or food access
- Proficient in Microsoft Office (PowerPoint, Word, and Excel) and Google Suite
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Highly organized with superior attention to detail
- Excellent ability to multi-task and troubleshoot issues
- Ability to work with minimal supervision and as a member of a team
- Capable of completing work on time in a fast-paced environment while maintaining a positive attitude
- Ability to work evening and weekend hours
- Passion for equity and social justice

Preferred qualities:

- Familiarity with Rice County organizations and resources
- Previous experience working or volunteering in a food shelf setting

Certificates, Licenses, and Registrations:

- Must possess and maintain a valid Minnesota driver's license
- Must possess Personal Auto Insurance

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, sit on the floor, use hands to write, type, use computers and lift up to 40 lbs.



Compensation – The position is designed as a full-time, 30-hour/week, non-exempt position. Starting hourly wage will depend on experience and qualifications, with a starting range of \$16-\$18/hour plus benefits (including a stipend for health care). Night or weekend hours are 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.

Application and Hiring Process – CAC will be interviewing on a rolling basis until the position is filled. Initial applications will be reviewed beginning **Friday, December 10, 2021**. 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 Community Engagement Coordinator, Hillary Lamberty at 507-573-2626