

## Food Access Community Advocate - job description

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**Job Title:** Food Access Community Advocate - Faribault

**Reports to:** Food Access Program Director

**FLSA Status:** Hourly, non-exempt

**Hour Status:** 20-40 hours/week depending on candidate needs, may include some nights and weekends

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**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 **Community Advocate - Faribault Food Access** to help support the community responsive work of CAC in Faribault.

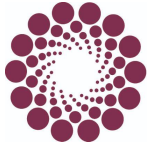
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**Job Summary** – The **Community Advocate - Faribault Food Access** will coordinate outreach and referrals for the Supplemental Nutrition Assistance Program (SNAP) and support the general operations of the CAC's food access program. This position will focus on community engagement, logistical support, and program administration and will collaborate closely with other members of the Food Access Team to ensure that our food access work embodies a culture of abundance, hope, support, and appreciation for those we serve.

### Primary Job Responsibilities:

#### Community Engagement:

- Build relationships with participants and work with CAC leadership to identify new areas of opportunity for outreach and engagement
- Update confidential client information through 1:1 check-in process to update demographics, build relationships and provide seamless communication and referral to other services
- Coordinate and regularly convene the Community Advocacy Council for the CAC of



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Faribault, which gives power and voice to underserved populations, and connect their activities with staff as needed

## **SNAP Coordination:**

- Serve as the CAC point person for SNAP outreach, referrals, and inquiries, collaborating closely with Community Advocates and the food access team to maximize enrollment
- Conduct outreach and process referrals for the Supplemental Nutrition Assistance Program (SNAP)
- Attend SNAP Outreach meetings with the State/Department of Human Services (DHS)
- Work through the MAXIS system and DHS portal in order to access SNAP status, eligibility, and referrals

## **Food Program Support:**

- Support general food shelf operations, supply, stocking, and maintenance
- Process incoming food rescue and other donated food for distribution
- Train and oversee volunteers in community-based food access work
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training, follow all safety procedures and communicate appropriately with other staff and volunteers

**General Responsibilities** - 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.

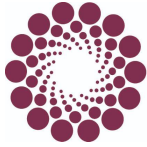
- Demonstrate commitment to the agency's mission, *"to promote a healthy, caring and just community for all people through resources, advocacy and volunteer effort."*
- Provide person-centered, trauma-informed care practices to build and maintain relationships, exercise cultural humility, and build trust in order to preserve and uphold participant choice
- 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

## **Required qualities:**

- Experience working alongside diverse populations
- 2+ years of experience in customer service, human services and /or food access
- 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
- Ability to work occasional evening and weekend hours
- Passion for equity and social justice

## **Preferred qualities:**

- Bilingual in English and Spanish or Somali is strongly preferred
- Familiarity with Rice County organizations and resources



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- 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, use computers and lift up to 40 lbs.

**Compensation** – The position is designed as a non-exempt, hourly position. Part time and full time opportunities are available. Hourly wage will depend on experience and qualifications, with a starting range of \$16-\$20/hour plus benefits (including a stipend for health care). Some components of the position may require occasional night or weekend hours. 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](mailto:employment@communityactioncenter.org). Inquiries and questions can be sent to this e-mail address or by contacting CAC's Food Access Program Director, Michael Pursell, at [pursell.michael@communityactioncenter.org](mailto:pursell.michael@communityactioncenter.org) or 507-350-2371.