

# Community Action Center

## **Food Access Program Coordinator, Faribault - job description**

**Organization** – The mission of Community Action Center (CAC) is to promote a healthy, caring, and just community for all people through resources, advocacy and volunteer effort. CAC is a community-based, non-profit, human services agency providing and advocating for the basic needs of people and families throughout Rice County. Services and programs create a robust safety net for low-income families including food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care, and more. CAC is expanding food access systems in Faribault to reflect the voice of community members and partners. This expansion will become part of CAC's thriving and abundant food justice work throughout Rice County. Additionally, CAC owns and operates multiple housing projects spanning from emergency shelter to permanent supportive housing including ongoing intensive case management services with tenants. CAC's resources and staff are part of the community and reflect partnerships with schools, businesses, faith communities, and other organizations. This approach grounds CAC's work in community-engaged solutions and prioritizes partnerships and collaboration with thousands of volunteers. Currently, CAC is looking for a **Food Access Program Coordinator** to help support the community responsive work of CAC in Faribault.

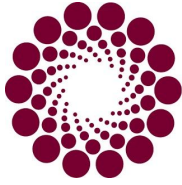
**Job Title:** Food Access Program Coordinator, Faribault  
**Reports to:** Program Director  
**FLSA Status:** Exempt  
**Hour Status:** 40 hours, will include some nights and weekends

**Job Summary:** The Food Access Program Coordinator will lead and oversee mobile food distributions as well as coordinate the creation of a new food shelf site in the community of Faribault. The position will focus on building and maintaining a strong volunteer base that fosters a culture of abundance, hope, support, and appreciation for those we serve.

**Primary Job Responsibilities:** CAC's success is based on the flexibility of its staff and volunteers to dynamically adjust to meet the needs of the community. The primary responsibilities for this job include:

### **Food Program Coordination -**

- Lead and coordinate logistics and transportation for regular mobile food distributions, in partnership with Three Rivers and other local partners, farms, and organizations
- Develop a volunteer schedule and positions to support regular mobile food distributions as well as food shelf activities to include retail rescue food pick-up, food sorting and stocking, shopping with clients, food merchandising and display, etc.
- Oversee food sourcing and ordering for purchased food for food shelf and mobile food distributions, retail rescue food deliveries and pick-up's, inventory oversight and stockroom coordination
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training
- Maintain safety and security by following all health and safety procedures and communicate appropriately



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- Collect and electronically submit monthly statistical reports to Channel One Food Bank

## **Leadership and Supervision -**

- Recruit, train, support, and maintain a strong volunteer base, providing regular support and direction for volunteers. Coordinate regular volunteer meetings for the purpose of communication and ongoing training.
- Supervise and support one full-time Food Access Support Specialist
- Attend and actively participate in regularly scheduled agency and team meetings
- Utilize crisis intervention and conflict resolution skills to support individuals and families in need

## **Community Engagement -**

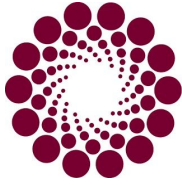
- Demonstrate commitment to the agency's mission, *"to promote a healthy, caring and just community for all people through resources, advocacy and volunteer effort."*
- Provide client-centered, trauma-informed care practices to engage and maintain relationships, exercise cultural humility and build trust in order to preserve and build client dignity
- Organize and act as point person for community food drives and donations, communicating food needs and actively seeking donations
- Identify service barriers and work to remove them through engagement of the community and linking to formal and informal supports
- Work with CAC leadership to identify areas of opportunity for community outreach and engagement to benefit individuals, youth and families

## **Required qualities:**

- 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:**

- Bilingual in English and Spanish or Somali
- Familiarity with Rice County organizations and resources, particularly in the community of Faribault
- Previous experience working or volunteering in a food shelf setting



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## **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, 40 hour/week, exempt position. CAC is committed to finding the right person for the position. Exceptional candidates with significant experience are welcome to discuss potential expanded opportunities directly with CAC's Program Director, Anika Rychner. CAC will also consider part-time to full-time opportunities for the right candidate. Annual salary will depend on experience and qualifications with a starting range of \$42,000-\$46,000 plus benefits. Night or weekend hours are required. The position will report to CAC's Program Director with additional support from CAC's Food Access Program Manager. 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 employ employees with 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 September 14, 2020. 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 same e-mail address or by contacting CAC's Program Director, Anika Rychner, at [rychner.anika@communityactioncenter.org](mailto:rychner.anika@communityactioncenter.org) or 612-644-4308.