



Food Access Program Manager, 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 **Food Access Program Manager** to help support the community responsive work of CAC in Northfield.

Job Title: Food Access Program Manager

Reports to: Senior Director

FLSA Status: Hourly, non-exempt

Hour Status: 40 hours, may include some nights and weekends

Job Summary: The Food Access Program Manager will lead and oversee food access logistics and programming in Northfield. The position will support an organizational culture that is community-based, person-centered, and trauma-responsive; and 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 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.

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:

Community Engagement -

- 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.
- 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

Leadership and Supervision -

- Supervise and support a team of 2-3 Food Access Support Specialists
- Attend and actively participate in regularly scheduled agency leadership and team meetings
- Utilize crisis intervention and conflict resolution skills to support individuals and families in need
- Create a culture of abundance and welcome for all who work, volunteer, or access services from CAC

Food Access Coordination -

- Lead and coordinate logistics and transportation for food supply at two food shelf locations and mobile distributions, in partnership with food banks, local partners, farms, and organizations.
- Oversee food sourcing and ordering, inventory oversight, and stockroom coordination
- Develop a staff and volunteer schedule and positions to support mobile food distributions, home delivery, retail rescue food pick-up, food sorting and stocking, greeting shoppers, food merchandising and display, etc.
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training (training provided)
- Maintain safety and security by following all health and safety procedures and communicate accordingly
- Collect and electronically submit monthly statistical reports to Channel One Food Bank
- Oversee data collection through CAC's participant database

Required qualities:

- Experience working alongside diverse populations
- Bachelor's Degree in Human Services or related field OR 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 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
- Familiarity with Rice County organizations and resources, particularly in the community of Northfield
- 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, 40 hour/week, exempt position. Annual salary will depend on experience and qualifications with a starting range of \$45,000-\$50,000 plus benefits (including a stipend for health care). Some components of the position may require occasional night or weekend hours. The position will report to CAC's Senior Director with additional support from CAC's Food Access Program Manager in Faribault. 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 Monday January, 24th, 2022. 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 e-mail address or by contacting CAC's Senior Director, Anika Rychner at 612-644-4308.