



I. JOB TITLE Healthy Food Access Coordinator

Reports to: Executive Director
Location: Birmingham, AL
Salary: \$32-36K annually + benefits - 2 year contract
Status: FTE

II. JOB FUNCTION

The Community Food Bank of Central Alabama is hiring a Healthy Food Access Coordinator who will have three areas of responsibility:

(1) Coordinating the Double Up Food Bucks Program in Alabama, which makes fresh fruits and vegetables accessible and affordable to families struggling to eat healthy of a limited budget. The program enables partner farmers markets and grocery stores to match a resident's SNAP benefit (formerly known as food stamps) with up to \$20 of free produce vouchers. Families will be able to use these vouchers to purchase fruits and vegetables at the market during times of the month when their SNAP benefits traditionally have run out. [50% of the POSITION'S TIME]

(2) Assisting with the operation of a mobile grocery store called the Corner Market that travels to economically distressed neighborhoods that do not have access a full-service grocery store; and [50% of POSITION'S TIME]

They will also assist and help build the capacity of our partners to meet grant requirements, food safety standards, increase their healthy food distributions, comply with USDA requirements, and better serve people at risk of hunger.

III. BACKGROUND

The Community Food Bank of Central Alabama's mission is to feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying millions of meals per year to 230 food pantries, shelters and children's programs in 12 counties of Central Alabama.

We also create healthy food access for especially vulnerable populations. For example, we feed children at risk of hunger during school breaks through weekend meal kits and free summer meals. We deliver fresh produce and other staples to residents living in isolated communities and provide food to patients through on-site medical clinic food pantries.

We also save millions of pounds of wholesome foods from going to waste each year in local landfills, and in times of disaster, the Community Food Bank is a first responder, providing emergency food and water to residents impacted by tornadoes or floods.

IV. DUTIES AND RESPONSIBILITIES

DOUBLE UP FOOD BUCKS PROGRAM

- Promote Double Up application to farmers market managers
- Convene and promote in-person training for new Double Up market managers
- Provide on-going assistance to market managers regarding, outreach, implementation and reporting during the program season
- Organize monthly update call for partners to share program challenges and successes and convene a year-end meeting with partners to discuss results

- Monitor monthly market reporting during program implementation and work with Grants Manager to aggregate reporting for funders, communications and external evaluators
- Distribute and collect mid-season surveys of SNAP participants, vendors and cashiers via participating sites
- Reconcile tokens turned in with online reports at end of season; report amount of unused funds to be returned/rolled

over.

- Support new Double Up markets and monitor reporting and program implementation via site visits
- Work with Communications Manager on outreach materials
- Convene and facilitate a Community Advisory Board of SNAP users and Double Up program participants to collect user feedback.
- Work with Grants Manager to distribute and document incentive funds to markets, tracking project spending against budget.
- Other duties as assigned.

CORNER MARKET RESPONSIBILITIES

- Coordinate the implementation of the Double Up Food Bucks program at the Corner Market
- Promote healthy food choices such as fresh produce to grocery store customers.
- Verify inventory to maintain status as a SNAP vendor (formerly known as food stamps) and ensure product is rotated within expiration dates.
- Place weekly orders of produce and other items to ensure the mobile grocery store is adequately stocked. Send weekly communications to customers about the Corner Market's route schedule.
- Assist with the coordination of wrap-around services such as health screenings, cooking demos or nutrition education on days the Corner Market travels to different communities.
- Drive the Corner Market on its weekly route (truck + trailer) and lead a small volunteer team at sites.
- Process sales transactions via an online retail sales system. Track sales and expenses per product category.
- Document the project's customers served and assist with the preparation of project reports to funders.
- Other duties as assigned.

OTHER RESPONSIBILITIES

- Assist other team members with site visits to partner feeding programs such as food pantries, children's program and shelters (also called agencies) to ensure compliance with food safety and other guidelines.
- Assist with the collection of relevant data from partner agencies and maintenance of accurate, current and complete agency files and databases.
- Provide excellent and timely customer service, appropriate conflict resolution, and help strengthen the Food Bank's wide network of partners and customers.
- Implement the Food Bank's partner policies and inspire compliance with contracts.
- Contribute to the development of up-to-date Corner Market standard operating procedures and policies.
- Other duties as assigned.

V. QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university.
- Organizational and customer service experience.

Skills and Abilities

- Excellent communication skills (written and oral).
- Excellent customer service and strong interpersonal skills.
- Exhibits a professional demeanor and respect of others' opinions and participation.
- Strong organizational skills with an attention to detail and accuracy.
- Ability to meet deadlines and manage multiple concurrent tasks.
- Ability to quickly learn new policies and procedures, and translate the language of compliance contracts into practical, simple terms and practices.
- Proficiency with database management, Microsoft Office Professional Suite.
- Proficiency with the Food Bank's inventory control software and online ordering system.
- Proficiency with social media platforms.
- Professional values aligned with the Community Food Bank's mission to end hunger.
- Valid Alabama driver's license and vehicle insurance.

VI. DESIRED QUALIFICATIONS

- Outgoing and communicative by nature.

- A motivated candidate who is exceptionally talented at multi-tasking sales and administrative responsibilities with focus and attention to detail.
- Strong time management.
- Ability to self-start, work independently as well as work effectively in a team.
- Strong problem solving skills in a team approach.
- Proven ability to motivate others and foster an energizing, cooperative environment.
- Cultural competency in building positive relationships with a wide variety of stakeholders.

VII. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to process information through a computer system.
- Ability to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to lift 40 pounds.
- Ability to drive a motor vehicle including 4-ton truck pulling a 24 foot-trailer.
- Ability to work varied hours/days to oversee responsibilities.

The Community Food Bank is an equal opportunity employer and provider.
EEO

This job description does not constitute a contract.
Thank you for your interest.