

TRI-COUNTY HEALTH NETWORK

The logo graphic consists of several overlapping, curved lines in shades of orange, red, and teal, forming a stylized, upward-pointing shape that resembles a mountain range or a network of paths.

Position: Food Bank Coordinator
Direct Supervision: Community Health Programs Supervisor
Status: Exempt-Full Time

JOB SUMMARY:

The Food Bank Coordinator is responsible for assisting regional food pantries increase participants and provide an inclusive space for diverse community members, including Latinx, seniors, and people of all income levels.

DUTIES AND RESPONSIBILITIES:

May include the following, and other duties as assigned.

1. Provide support to food bank staff and volunteers, as able.
2. Manage TCHNetwork volunteer programming effort including recruiting, growing, and organizing volunteers.
3. Identify best practices to increase efficiencies and sustainability through review of existing policies and procedures, workflows, and onsite review of operations.
4. Research best practices to create an inclusive and welcoming space that is accessible to all participants.
5. Outreach and engage Latinx community to assess and address their needs.
6. Assist in the creation of the marketing and outreach campaign to increase participation by community members most in need, including adults 65+, Latinx, and low-income families including translation of materials.
7. Serve as the liaison between regional food banks, helping to increase collaboration, and implementing best practices for resource sharing.
8. Assist in the creation of a workplan to implement identified best practices for each food bank.
9. Support the implementation of components of the adopted workplan.
10. Coordinate with the Norwood Fresh Food HUB, Westend Family Link, and the Local Food Initiative.
11. Attend Food Security Coalition meetings.
12. Assist in developing a succession plan for the food banks.
13. Assist with program support and outreach that address health equity, including becoming a trained facilitator, as requested.
14. Translate TCHNetwork marketing and promotional materials into Spanish
15. Other duties as required to ensure the success of the programming and TCHNetwork.

EDUCATIONAL AND EXPERIENCE REQUIRED:

- A relevant four-year degree with emphasis in public health, social work, community engagement, nutrition, or other related field, or five of years of relevant experience.

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- Prior experience with logistics, planning, and program management
- Experience with volunteer engagement and retention.
- Experience with community engagement and outreach to underserved populations.
- Fluency in Spanish and English, both oral and written.
- Proven ability to lead and manage multiple projects in a fast-paced environment.
- Excellent verbal and written communication skills.
- Must be proficient in MS Office and have aptitude for computers & working with various software.

PREFERRED QUALIFICATIONS:

- Two years' experience overseeing community-oriented programs, with experience in food systems.
- 2 years lived or work in a rural community.
- Knowledge of food insecurity and food systems
- Experience as a facilitator or consultant is highly desirable.
- Hold or secure within a reasonable time Food Safety Training Certification
- Knowledge of USDA regulations
- Experience working with disadvantaged/underserved populations and cultural diversity.

PERSONAL ATTRIBUTES:

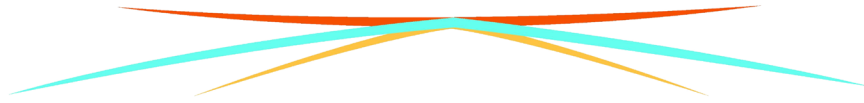
- Ability to quickly establish trust, gain rapport, and work effectively.
- Ability to work effectively with a wide variety of people.
- Advanced time management abilities.
- Strong work ethic and collaborative style.
- Internally motivated with an initiative to improve processes.
- Change agent demeanor; must be a flexible thinker, with an ability to adapt to a changing environment.
- Ability to exercise forethought, to look ahead and anticipate needs.
- Excellent critical thinking and consultative problem-solving skills.
- Ability to multi-task and handle stressful situations while continuing to meet deadlines.
- Strong communication and diplomacy skills, including written, oral, and presentation skills.

OTHER:

Requires regular local and regional travel. Must have reliable transportation to travel as needed and comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable.

POSITION LOCATION:

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Telluride, CO - No relocation assistance available.

To apply, email a cover letter and resume to om@tchnetwork.org with “Food Bank Coordinator” in the subject line. Applications without a cover letter will not be considered.