JOB TITLE: Food Access Coordinator
JOB TYPE: Full-Time, Exempt
REPORTS TO: Assistant Director
SALARY: DOE

Ballard Food Bank's mission is to bring food and hope to our neighbors...because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our unique grocery-model food bank, financial resources, referral and mail services that support self-sufficiency, and we advocate for food equity and justice.

POSITION DESCRIPTION:
The Food Access Coordinator (FAC), will join our small but mighty team here at the Ballard Food Bank (BFB). This person will coordinate programs and administrative tasks that support our strategic goals around access to nutritious food. The FAC will oversee the Weekend Food for Kids program by partnering with local schools and volunteers to ensure students have healthy, kid-friendly food options on the weekend. The FAC will also oversee our Home Delivery program that provides food and hygiene items on a weekly basis to individuals who are home-bound or unable to access our food bank. Within the food bank, the FAC will collaborate with staff and volunteers to promote cooking classes and other programs that encourage healthy food choices. The FAC reports directly to the Assistant Director; however, they will also work closely with all staff to achieve our organizational mission and goals.

DUTIES & RESPONSIBILITIES:
WFFK:
- Work closely with partner schools and their teams to reach students who are in need of healthy foods in the neighborhoods we serve
- Develop healthy menus that are both nutritious and culturally appropriate and provide access to other items that students may need (hygiene, school supplies) during the school year
- Keep Inventory of Weekend Food Items, and complete food ordering in conjunction with the food bank ordering
- Coordinate and facilitate packing teams including scheduling, set up supplies, training volunteers, and educating participants about the program
- Attend community meetings and collaborate with other Weekend Food programs to ensure that we are doing the best at reaching the students that need added food security
- Track and keep records of WFFK related to projections, meals shipped, inventory, volunteers and donations/revenue
- Complete monthly reporting

HOME DELIVERY:
- Ensure that clients have healthy food options that support their dietary needs
- Recruit, train, and support volunteers who will be responsible for packing and delivering the grocery and hygiene items to our clients

- Conduct minimum of annual outreach to clients to ensure we are meeting their needs and to update their demographic information
- Maintain awareness of food options available to home delivery clients and coordinate items needed for ordering with warehouse team
- Develop sustainable expansion plan to minimize the time a client may be on waitlist or to keep from having a waitlist
- Complete required reporting for the program

OTHER RESPONSIBILITIES:

- Oversee weekly data entry for food recovery program
- Oversee Farmers Market relationships and our small on-site garden with our volunteers
- Develop, with Volunteer Manager, a volunteer pool to provide cooking classes, samples, and menus relevant to what is available and in season at the time
- Provide support and coverage to the food bank team when BFB is open for services
- Oversee and maintain accurate record keeping of volunteer hours and in-kind food donations
- Complete filing, orders office supplies and completes other administrative duties that support business operations
- Provide additional administrative support to meet program or organizational needs
- Other duties as assigned

QUALIFICATIONS:

- Passion for our mission, "We bring food and hope to our neighbors because there can be enough for everyone"
- BA or 3-4 yrs. applicable experience required
- Ability to serve children, adults, and families from diverse backgrounds and cultures in a respectful manner
- Ability to work respectfully and collaborate with staff and volunteers
- Excellent conflict management skills
- Ability to maintain confidentiality
- Highly organized, detailed, and flexible
- Ability to work effectively under pressure and meet deadlines
- Excellent customer service and commitment to quality service
- Excellent written and oral skills
- Proficiency in Spanish or another language spoken by recent immigrants to Seattle a plus
- Strong computer and relational database skills, knowledge of MS Office applications (Excel & Word)
- Ability to lift 50 lbs. safely
- WA State Patrol Background Check
- Ability to work weekends and off-site as needed

The Right Fit for this role:

- Feels rewarded by helping others
- Operates with a deep sense of empathy while being able to maintain boundaries and enforce policies
- Is mature and professional: respects confidentiality, able to de-escalate situations
- Is flexible and willing to contribute in a variety of ways to the team and organization
- Likes being part of a team and able to work independently

- Has a sense of humor and a positive attitude

EQUAL OPPORTUNITY EMPLOYMENT: Ballard Food Bank (BFB) is an equal opportunity employer. Employment decisions are based on merit and business needs and BFB is committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, regardless of actual or perceived sex; race; color; religious creed; national origin; ancestry; age; marital status; pregnancy; nursing parent status; physical, mental or sensory disability; medical condition; genetic information; sexual orientation; gender (including gender identity or expression); military or veteran status; or any other basis protected by federal, state and/or local laws. People of Color and Members of the LGBTQ community are strongly encouraged to apply.

How to apply: Cover letter and resume may be submitted to Kathleen Murphy, Assistant Director, via email at kathleenm@ballardfoodbank.org with **Food Access Coordinator** in the subject line. Please no phone calls or email inquiries.

July 2020