



Family Resource Center Association

Job Title: Food Security Manager (Northwest)

Reports To: Co-Executive Directors

Hours: Full Time with Benefits

Employment: At Will

FLSA Status: Exempt

Date Posted: July 23, 2024

About the Family Resource Center Association

The Family Resource Center Association's (FRCA's) vision is for a Colorado in which every family is thriving and self-reliant. Our mission is to strengthen families through partnership and collaboration. Learn more about us at www.cofamilycenters.org.

Position Summary

Coordinating with known Family Resource Center staff as well as establishing other community partnerships in the Northwest region of the state, the Food Security Manager is responsible for offering organizational outreach capacity building related to food security as well as direct food security outreach and enrollment activities across the identified region. This position is fully remote, serving the Northwest region, largely focused north of I-70 and west of the Front Range. Communities served include Steamboat Springs, Craig, Yampa, Rangely, Walden, Sweetwater, Meeker and Dinosaur.

Working Relationships

Internal Relationships: FRCA staff and Board members.

External Relationships: Family Resource Center Directors and staff; community stakeholders.

Essential Duties and Responsibilities

Grant Administration

- Grant monitoring and oversight, including coordinating annual Statement of Work (SOW) and establishing a plan for accomplishing key activities.
- In collaboration with Finance Manager, track grant spending regularly, as outlined in approved budget.
- Manage customer satisfaction over the project, identifying and resolving issues as necessary.
- Build strong partnerships with Hunger Free Colorado program staff, including hosting monthly status meetings.
- Contribute to grant reporting process by completing and submitting any required programmatic reports showing outcomes and completed milestones in the SOW.

Food Security Outreach

- Achieve and maintain required training certifications to facilitate SNAP enrollments and recertification (SNAP Peas and other Hunger Free Colorado required trainings).
- Build strong partnerships in the Northwest region through regular correspondence (phone, email, in-person/virtual meetings).

- Offer organizational outreach capacity building to known Family Resource Centers and other community partners via technical assistance, information transfers, learning collaboratives, group webinars, meetings and convenings.
- Provide food security direct outreach and enrollment activities, including tabling at community events, community enrollment events, marketing and promotion of food security benefits.

General Tasks and Responsibilities

- Actively participate in FRCA meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate in FRCA sub-committees and workgroups as needed.
- Represent FRCA in meetings that promote visibility and credibility of FRCA, Member Centers, and food security efforts.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- Ability to work flexible hours when needed, including occasional planned overnight travel within the state.
- Perform other project coordination, support, management, or administrative duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To perform this assignment successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Qualifications

- Minimum of 2 years of related work experience.
- Demonstrated experience in project management including overseeing project development, reporting, and evaluation.
- Demonstrated experience providing coaching or technical assistance offerings to diverse stakeholders.
- Strong decision making and critical thinking skills, shown by the ability to prioritize tasks, to delegate them when appropriate, and seek solutions as problems arise.
- Demonstrated strong interpersonal and customer service skills, shown by ability to establish and maintain interpersonal relationships with others including peers, internal and external managers, community groups, and other partners.
- Proficient with Google Suite, Microsoft Office Suite, or related software.
- Ability to communicate effectively, both written and verbally.

Preferred Qualifications

- Experience in food security or nonprofit program outreach.
- Comfortable with actively reaching out to new contacts in-person, on the phone and via email to share information and identify possible partnerships.
- Demonstrated experience working with online application platforms.
- Knowledge base in human services provision to diverse families.

- Ability to work independently, manage multiple tasks and projects, and to assess and change priorities based on agency needs.

Other Information

- Successful applicant will be asked to authorize a DMV record and other background checks, including e-Verify, before employment is approved.

Work Schedule and Compensation

- This position is full time, 40 hours per week, exempt, salaried.
- Salary Range: \$50,000 - \$58,000, depending on experience.
- This position is fully remote, serving the Northwest region, largely focused north of I-70 and west of the Front Range. Occasional overnight travel to Denver Metro Area is required with advanced notice.
- FRCA's core hours of operation are Monday through Friday 9:00am to 4:00pm. Schedule options might include 8:00am-4:00pm, 8:30am-4:30pm, or 9:00am-5:00pm. Occasional weekend/evening hours are required.
- FRCA offers a generous benefits package, including:
 - 100% paid health coverage (medical, dental, vision) for our employees on the first of the month following 60 days of successful employment. FRCA covers 50% of health coverage for spouse and dependents.
 - Aflac – An optional supplemental insurance policy in addition to the health benefit plan. FRCA will cover half of the cost, up to \$40 per month of this benefit for employees. Employees are eligible on the first of the month following 60 days of successful employment.
 - Ten paid vacation days during the first year of employment. Employees begin accruing vacation and sick time on their first day.
 - Two floating holidays at the time of hire. These are paid days off in lieu of having to use vacation or sick time.
 - 401K retirement plan, with a 4% employer match, eligibility begins first of the month following 60 days of employment.
 - \$25 monthly self-care reimbursement.
 - FRCA uses FAMILI (www.famli.colorado.gov) for short term disability.

Hiring

FRCA is an Equal Opportunity Employer. We cherish diverse lived experiences and strongly encourages all interested, qualified candidates to apply, including those with nontraditional backgrounds. We don't want to miss great candidates. Don't let doubt deter you from joining our team.

To apply, please submit the following to info@cofamilycenters.org with "NW Food Security Manager" in the subject line: 1) Cover letter addressing how your specific employment experience fits this position, and 2) Resume.