

Food Council Coordinator Job Posting

The Food Bank of the Southern Tier is committed to creating a diverse environment and is proud to be an equal opportunity employer. Therefore, individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Full-time - 35 hours/week, work schedule 8-4 Mon-Thurs, 8-1 Fri. We believe in work-life balance!

Starting salary: \$40,000, based on experience

***This is a regular full-time grant-funded position with an anticipated duration of two years. Employment beyond that term will be dependent on the needs of the community and future funding**

**** The Food Bank provides a comprehensive benefits package to our staff who are full-time and work 30 or more hours per week.**

OUR ORGANIZATIONAL VALUES

Integrity, Learning, Inclusion, Caring, Respect, Abundance

Who are we looking for?

Are you interested in food security, community-driven solutions, and do you live in Broome County? Do you love meeting facilitation and action planning with a group? Are you a self-starter, have strong networking and community relations skills, and an interest in advocacy? The Food Bank of the Southern Tier is hiring a Food Council Coordinator focused on Broome County to accelerate the work of the Broome County Food Council.

The Broome County Food Council is comprised of individuals and organizations working together to increase access to food throughout the county, supported by a Steering Committee.

The primary purpose of this position is to facilitate activities among Council and community members to develop a county plan that increases equitable access to healthy, sustainable, and affordable food for all residents. This role also serves as a connector between community stakeholders, with a strong emphasis on those most impacted by food insecurity. The goal is also to expand this work model into other FBST counties.

SPECIFIC DUTIES:

Food Council Coordination

- Serves as the primary contact and backbone of the Broome Food Council in collaboration with the Steering Committee
- Coordinates and executes meetings and workgroups, starting with the Broome County Food Council and expanding to other counties in the FBST service area as time permits
- Creates agendas, compiles meeting minutes, tracks action items, and coordinates a county-wide strategic planning process
- Guides the Council in creating a decision-making process and adapting when necessary. Research Food Council models and incorporates best practices

Advocacy Coordination

- Works closely with the Advocacy & Community Empowerment Manager to coordinate advocacy efforts by developing & maintaining relationships with elected officials on a local, state, and federal level
- Educates and raises awareness among the public, elected officials, community leaders, etc. by building on the knowledge and efforts to address the causes of food insecurity by the Broome Food Council through presentations, writing, and research
- Coordinates representation of Council Members at hearings, policy convenings, and other advocacy-related events and initiatives

Community & Council Member Engagement

- Builds inclusive & diverse membership with a focus on underrepresented communities and sectors
- Recruits new Council members and develop leadership capacity with a focus on equity
- Maintains member commitment with training, workshops, and engagement opportunities that utilize individuals' strengths. Creates training materials as needed

Planning / Data Collection

- Compiles current assessments and provides recommendations for the Council
- Conducts additional assessments and research as needed
- Engages the Council and the public to develop a comprehensive Action Plan, goals, standards of process, and metrics to address food insecurity and access in Broome County
- Works closely with continuing and higher education institutions
- Creates and/or contributes to county-wide asset mapping to identify strengths and weaknesses

Communication, Outreach, and Collaboration

- Creates and implements tools and resources for information sharing and communications
- Creates and maintains the Food Council website, Facebook page, and social media
- Represents the Food Council to the media and community groups
- Maintains listservs and communications within the group
- Supports and expands existing efforts to increase access to federal nutrition and emergency food programs through promotion, outreach, networking, etc., with a strong focus on under-resourced communities
- Strategically connects stakeholders to reinforce efforts and reduce duplication

General

- Supports grant and fundraising processes as needed
- Other duties as assigned

TITLE OF DIRECT SUPERVISOR: Advocacy and Community Empowerment Manager

STANDARD WORK SCHEDULE: 8:00 am to 4:00 pm Monday – Thursday and Friday 8 am to 1:00 pm

WORKSITE: Workforce member home office

WORK FROM HOME: Yes, may be required to work a minimum number of days at the FBST office

QUALIFICATIONS

- High School Diploma / GED with a minimum of 2-year experience working in advocacy, public policy, human services, and/or project management preferred
- Group facilitation experience required
- Experience in community organizing preferred
- Residence in Broome County required with knowledge of applicable assets and challenges
- Knowledge of community food systems and public policy preferred
- Knowledge of the Collective Impact framework is strongly preferred
- Excellent verbal and written communication skills, relationship building, public speaking, and the ability to communicate and complete excellent live in-person or virtual presentations/trainings.
- Intermediate working knowledge of Microsoft Word, Excel & PowerPoint
- Ability to work with individuals who have experienced trauma and/or experience helping people navigate the social safety net is strongly preferred

OUR HIRING PROCESS & TIMELINE

- Applications will be reviewed regularly until the position is filled
- Phone screenings will be conducted with qualified candidates
- In-person or Zoom one-hour interviews will be conducted with candidates who advance after the phone screening
- In-person interviews are typically with 3-5 interviewers.
- We may conduct a second round of one-hour interviews after which we may make an offer.
- Selected candidate to start in April-May

COMPENSATION AND BENEFITS

- Starting salary \$40,000, based on experience
- Full-time, non-exempt position, working 35 hours per week. We believe in work-life balance!
- 10 days PTO to start, 15 days after the first year of service
- 12-14 paid holidays, and a flexible, family-friendly schedule
- We provide medical, dental, and vision plans, short- and long-term disability, life insurance, an employee assistants program, and 6% toward employee 401K

[Apply here](#)