

## EMPLOYMENT OPPORTUNITY

### **Community Food Access Manager (Sedro Woolley, WA)**

The Community Food Access Manager utilizes the Food Distribution Center as a platform to connect low-income families with healthy food resources, increase community awareness of hunger issues, and improve local food security and nutritional status of low-income families, thereby creating healthy communities.

This is a full time, salaried exempt position, located at the Skagit Food Distribution Center.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Provide general oversight and management of the Skagit Food Distribution Center (SFDC) and associated food programs:
  - Supervise and support distribution center direct staff and volunteers;
  - Manage lead contracts administration;
  - Oversee scheduling for major warehouse deliveries and farm donors;
  - Ensure proper maintenance of warehouse equipment and vehicles;
  - Develop/refine policies, procedures, safety standards and best practices for food storage and distribution;
  - Promote donations, purchases, and local harvesting, and seek new sponsors and local farms to participate.
2. Manage Food Access budget (purchasing, donations, gleaning record keeping).
3. Participate in community initiatives and agency events related to food quality and access; cultivate and maintain relationships with new and existing food donors.
4. Generate new funding through grant writing, donor strategy, events sponsorship and fee-for-service opportunities; participate in agency fund development activities.
5. Work with local agricultural community to increase locally produced foods to support low-cost food production, acquisition and distribution programs.
6. Partner with Community Engagement staff to improve volunteer engagement, training and retention for harvesting and distribution activities.
7. Provide accurate and timely reporting and required paperwork.
8. Participate in agency/team, community and coalition meetings and trainings as required.
9. Other related duties assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Bachelor Degree, in Social Services or related field required.
- Three-years of experience in in food distribution or farming highly preferred, or a combination of education/experience meeting required job qualifications.
- Grant writing experience preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance, if personal vehicle is used for work-related travel.

- Forklift Certification, Food Handler's Permit, Certified Trainer for Manual and electric pallet jack operations. (Within 6 months of Hire)
- Training necessary (within 6 months of hire): Blood borne Pathogens, First Aid/CPR, Safety, Mandated Reporting, Confidentiality, HIPAA, 42 CFR Part 2, Harm Reduction, Conflict Resolution, Crisis Intervention, Suicide Prevention, Ethics, Overdose prevention, recognition, and response.

#### **Skills and Abilities**

- Bi-lingual (Spanish/English) desired; additional languages helpful.
- Excellent organizational skills, with good follow-through.
- Strong analytical and intuitive skills.
- Strong leadership and supervisory skills.
- Able to be flexible, manage change, and multi-task, with solid decision-making.
- Strong logistical planning needed.
- Strong reliability and punctuality.
- Knowledge of basic food safety.
- Must be able to perform the physical requirements of the position.
- Ability to safely operate a forklift, electric and manual pallet jack, and walking stacker.
- Working knowledge of walkie-talkie, scale and dock operations.
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:** Work is performed in both warehouse and outdoor environments. May be exposed to environmental or equipment hazards. May be required to sit, stand or walk for extended periods of time. Sufficient mobility is required to navigate a multi-level warehouse facility and for the operation of equipment such as forklifts and pallet jacks. Must be able to lift and carry weight up to 60lbs over distances of up to 50ft. Must be able to kneel, bend, twist, squat, and climb stairs. The ability to see, hear, and communicate must be sufficient to perform essential job functions. Travel within and outside Agency's service area may be required for community outreach, meetings, training and other job-related activities.

#### **COMPENSATION AND BENEFITS:**

Starting Wage between: \$4,653.01 - \$5,265.17 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Paid Holidays per year
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

**TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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