



UCAN Employment Opportunity

Community Programs Coordinator - Douglas County Food Bank	
Food Shares	Applications accepted until: Open until filled
Budgeted hours: 32 hours/week	Salary: \$13.77-\$18.37/hour Plus generous benefit package

THE POSITION: The Community Programs Coordinator will oversee the day-to-day operations of UCAN's Outreach programs including, but not limited to, the Mobile Pantry, Cooking Matters, and Food Hero at the Farmers' Market. This will include conducting outreach to clients/host organizations, collaborating with community partners, and overseeing food inventory. The Community Programs Coordinator will provide leadership to those staff and volunteers working in those programs, and be responsible for implementing program goals.

Essential Functions of the Job: Work on Mobile Pantry and oversee operations including product distribution, customer service, tracking inventory and truck maintenance. Lead outreach and promotional efforts for the outreach programs. Safely operate the mobile pantry vehicle. Accurately track client intake using electronic system and assure compliance with USDA guidelines. Support on-site nutrition education activities at mobile pantry, as needed. Provide leadership to staff, interns and volunteers of all outreach programs (Mobile Pantry, Cooking Matters, Food Hero at the Farmers' Market and Weekend Snack Pack). Complete accurate reports in a timely and thorough manner. Seek new funding opportunities for the outreach programs. Work in partnership with Food Bank staff to determine food needs; coordinate product acquisition; and prepare pantry items for distribution in remote communities. Actively attend and participate in all Food Bank Team activities and Agency-wide activities.

MINIMUM QUALIFICATIONS: Two years retail experience, preferably in food. 2 years working in non-profit, social services, community development, or outreach programs. Must have computer skills to include word processing, data base, spreadsheet, and e-mail. At time of appointment, must possess valid Oregon driver's license and clean driving record. Bachelor's degree and supervisory experience preferred.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Understanding of retail practices including use of mobile technologies, basic knowledge and experience of general office practices and procedures and computer use. Understanding of community-based health and local food systems. Knowledge about food assistance programs including SNAP, WIC and other assistance programs preferred. **Skill in:** Customer service, operation of equipment; use of mobile-based technology, conducting outreach and making partnerships; coordination of projects **Ability to:** Treat all persons with dignity and respect, communicate effectively in both oral and written forms; perform several tasks simultaneously; effectively organize work; work within a team structure; make decisions independently in accordance with established policies, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; work a flexible schedule, safely drive a large van with a 20' cargo trailer in-tow. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, keyboarding, carrying and lifting up to 60 pounds, pushing, pulling, reaching, stooping, standing, and walking. The job is typically performed under reasonably good working conditions of dust, dirt, heat, cold, and water. Work requires concentrated mental and/or visual attention and is performed in a safety conscious manner at all times.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

541-492-3913 FAX 541-492-3921

Application on website: www.ucancap.org EQUAL OPPORTUNITY EMPLOYER & PROVIDER

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