

Feeding the Gulf Coast Job Description

Job Title: Rural Liaison

Department: Agency Relations

Reports To: Agency Relations Manager

FLSA Status: Non-Exempt, **Full-Time**

Location:

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Work with partner agencies, community stakeholders, and Food Bank staff to develop, implement, and evaluate rural food access with a special focus on populations disproportionately affected by COVID-19 and the related economic crisis. This position is grant funded and continuation is contingent upon sustained grant funding.

Duties and Responsibilities include the following:

- Identify and build relationships with community stakeholders to address food access in rural communities.
- Collaborate with community stakeholders to establish new food pantries in rural areas focused on supporting disproportionately impacted populations.
- Develop, implement, and evaluate capacity building programs for community partners consistent with Food Bank strategic goals.
- Provide customized training to improve or expand services for community partners, including sustainability and succession planning, fundraising, effective volunteer strategies, or other support like standards and best practices for food distribution.
- Work closely with other Food Bank departments that interface with member agencies to ensure effective and efficient coordination and with the Development department to foster organizational and public awareness of capacity building efforts.
- Utilize geographic data and hunger insecurity data to identify rural communities and populations disproportionately affected by poverty
- Provide timely and accurate data and other measurement information to the Development department upon request as required by grant funding.
- Represent the Food Bank at identified network or region-wide food access/community coalitions and meetings.
- Provide timely guidance and support to partner agencies and community stakeholders, and assist toward the resolution of issues or complaints.
- Provide accurate information on various community resources to partner agencies and clients.
- Minimum of 50% daytime travel throughout 24-county service area. Transportation provided.

- Willingly lend a hand as needed across the organization.
- Perform other duties as assigned.

Qualifications:

To perform this job 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have working knowledge of Microsoft Office Suite and Google applications, including Gmail, Google Drive and Google Docs.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license with driving record that meets company insurance requirements

Knowledge, Skills and Other Abilities:

- A firm belief in the dignity of all human beings and a positive, caring approach
- A fondness for customer service and marginalized individuals
- Experience facilitating established group training sessions and evaluating implementation
- Ability to liaise professionally, compassionately and enthusiastically with diverse stakeholders
- Strong relationship building, public speaking and community networking capabilities
- Exceptional interpersonal, written and oral communications abilities
- Capacity to accurately analyze data, assess complex situations, and develop timely and thoughtful solutions

- Flexibility and the capacity to change directions to address urgent operational needs
- Strong detail orientation with the ability to manage large volumes of data
- Familiarity with food-security and poverty issues and the available community resources
- Outstanding interpersonal, communication, and presentation skills
- Ability to problem solve
- Ability to act as a self-starter
- Self-management skills
- Ability to act decisive
- Persistency skills
- Ability to take ownership of large projects

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.