



## Job Description

**Job Title:** Food System Support Program Coordinator Temporary

**Department:** Food Access & Education

**Supervisor:** Director of Food Access & Education

**Status:** Non-Exempt

**Union Affiliation:** OPEIU  
(Associated dues may apply)

**FTE:** 1.00

**Salary Grade:** 205

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and built skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

**Job Summary:** This position coordinates overall administrative support to the Food System Support Program. This generally includes the Seattle Food Committee (“SFC”), and the Washington State Department of Agriculture Emergency Food Assistance Program (“EFAP”) subcontracts. The Food System Support Program Coordinator maintains relationships with relevant parties, including the City of Seattle contract monitor, in coordination with the Department’s Director Seattle Food Committee member agencies, and various subcontracted agencies. The Program Coordinator ensures Food System Support , a Project Committee of the Seattle Food Committee, and provides additional support to coordination of food-delivery logistics, as needed.

### **Essential Responsibilities, Duties and Tasks:**

40% Coordinate and maintain EFAP subcontracts, including processing monthly reports, accurate data entry of food bank statistics, and annual renewals and reports. Coordinate and maintain Food System Support monthly reports. Develop reports, fact sheets and presentations from

data to assist in proposal development, funding reports, and to provide information to the government, media, and other individuals and organizations interested in Seattle's emergency food system.

- 15% Provide primary staffing support to the Bulk Buy Committee, and secondary staffing support to the SFC, along with limited support services to local meal programs, in accordance with City contracts, or as needed. Support the projects of the Project Committee and SFC subcommittees, incorporating their feedback and input into the general bodies of work, as appropriate. Attend monthly Executive, General and Sub-Committee meetings, when possible and take meeting minutes. Develop and maintain positive interpersonal relationships with a variety of people, including coalition members, social service agencies, governmental staff, vendors, and the general public to facilitate coordination of services among local emergency food providers, and to increase public understanding of hunger in Seattle.
- 15% Serve as an information clearinghouse for coalition members through regular communication. Provide communications support, including composing and editing correspondence, memos, blog posts, brochures, flyers, and other documents for the Food System Support Program and the Seattle Food Committee. Provide additional support to coordination of food-delivery logistics, as needed, including addressing food-delivery issues in the absence of Program Manager.
- 15% Work in collaboration with Food Access and Education staff, coalition members, and other partners to coordinate special events, workshops, and trainings. Design and produce brochures, flyers, surveys, and other materials using desktop publishing or web-based software. As needed, draft and edit correspondence, assist in advocacy efforts on behalf of the coalition.
- 10% Oversee general administrative tasks for the Food System Support Program, including but not limited to ordering supplies, recording, finalizing, and distributing monthly meeting minutes, and producing monthly calendars. Prepare and submit check requests for program expenses. Update and maintain files.
- 5% Participate in program, department, and agency meetings and relevant trainings as required. Participate in agency Anti-Racism Initiative activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education and Experience:**

*Requires the following:*

- a) Three years of administrative experience in a social service, community service or related office setting.
- b) Associate Arts degree. One-year additional relevant experience may be in lieu of degree.

**Minimum Qualifications:**

- Detail-oriented with strong organizational skills and ability to meet deadlines.
- Excellent communication skills, both oral and written. Experience drafting correspondence for a variety of different audiences under tight deadlines.
- Highly proficient with MS Office software Suite, in particular, Excel.
- Ability to interpret data to create reports and other informational materials.
- Experience with web design software and social media platforms.
- Proven ability to accurately maintain contracts files and program databases.
- Ability to work individually in a self-directed manner and as part of a team in group projects.
- Self-motivated with the ability to problem solve and enhance work projects.
- Ability to prioritize and handle multiple tasks under stressful conditions and to accept work assignments from various staff members.
- Experience working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

**Desired Qualifications:**

- Experience with Adobe InDesign, and/or other graphic design software.
- Experience or interest in advocacy efforts on municipal and State levels.

**Physical Demands/Working Conditions:** This position works performing general office duties. Employees spend 60% of their time working on the computer and administrative tasks such as answering the phone, copying, filing, reports and 40% of their time attending outside meetings, food banks site visits or training. Position requires the employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently. The position requires the ability to sit/stand as needed.

**Hours & Compensation:** This is a **temporary**, full-time, union position **starting at \$26.24 per hour plus benefits**. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***