**Sustainable Food Center**

**JOB DESCRIPTION**

**Food Access Coordinator**

1. Level

Reports to: Food Access Manager

1. Introduction

The Food Access Coordinator is a position focused on outreach and/or market operations related to SFC’s food access programming for the Double Dollar Incentive Program (DDIP), WIC, SNAP and FMNP eligible families and individuals.

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| **Conduct exchange with Women, Infant, and Children (WIC) and Supplemental Nutrition Assistance Program (SNAP –formerly food stamps) clients in English or Spanish:*** Help customers use their SNAP and WIC vouchers and cards to make purchases.
* Distribute matching benefits in the form of paper scrip which can then be redeemed for fruits and vegetables.
* Track the DDIP program by asking brief questions of customers and entering their responses into a laptop on-site.
* Distribute general information about the markets and assist volunteers with terminal and merchandise sales.
 | *36% (5 hrs. per week)* | Lead, with support from Food Access Manager |
| **Conduct exchange with WIC clients in English or Spanish in order to determine client’s eligibility to participate in the seasonal Farmers’ Market Nutrition Program (FMNP):*** Determine WIC client’s eligibility to participate in FMNP.
* Distribute FMNP benefits in the form of paper vouchers which can be redeemed for eligible fruits and vegetables.
* Record distribution of FMNP vouchers to WIC clients in the FMNP Issuance log.
* Inform clients on how to use FMNP vouchers at farmers’ markets.
 | *64% (9 hrs. per week)* | Lead, with support from Food Access Manager |

Qualifications

* High school education or equivalency required.
* Experience working with low-income or underserved communities
* Experience adapting to a fast-paced environment while conducting transactions and communications as efficiently as possible
* Bilingual English/Spanish fluency (oral as primary communication)
* Proficient in using a computer for data entry, including MS Office applications
* Strong organizational skills in implementation of projects