Nutrition & Food Equity Community Resource Coordinator

Familias en Acción is looking for a bilingual in Spanish, community-oriented and collaborative team member to join the Nutrition and Food Equity (NFE) team as our new Community Resource Coordinator.

This position will collaborate with the NFE team to coordinate services for Latino/x/e community members around Oregon to increase access to food resources for Familias en Accion participants in the Nutrition and Food Equity Program. This includes coordinating the Community Supported Agricultural (CSA) food box program, conducting rural outreach to increase food access, developing and updating an inventory of community resources in the Portland Metropolitan area and selected rural areas, and providing community resources to NFE class participants. This position reports to the NFE program manager.

How to Apply?
All interested participants, please send a resume to Patricia Patrón at patricia@familiasenaccion.org with subject line: Nutrition and Food Equity Community Resource Coordinator Position.

Do you want to be part of an organization that is changing the lives of our comunidad Latina/x/e?
Since 1998, Familias has worked tirelessly to serve the needs of our Latino/x/e community members who experience some of the greatest health challenges and inequities. We are committed to giving power back to our people through health education, resources, and our collective advocacy work. We center our work around our values of familia, empoderamiento, confianza, innovación, and inclusividad. Our promise is to be present, to engage, and to be relentless in our pursuit of health equity.

This opportunity
This is a full-time non-exempt position with a salary of $45,000-$56,000; depending on experience and skills. This position requires to work in-person at the office or at community partners about 30% of the work week. Benefits include Medical, Dental, and Vision employer paid insurance Plan; 401k retirement plan with a 3% employer match; 15 days of paid time off, 12 paid holidays, 2 paid personal floating holidays, and an end-of-year paid holiday break between December 24th and the 31st.
Familias implemented a 32-hour, 4-day workweek in 2022 in an effort to support our staff’s need for rest and self-care. At Familias we recognize that in order to accomplish our goals within the community, we must first protect and strengthen the health of our staff.

Who you are:
- You are passionate about nutrition and food equity and understand the intersection of food and health.
- You have immense empathy for our community and strive to center the needs of participants as you provide resources and referrals.
● You are a resourceful person who exercises patience, kindness, and humility in your approach to work and to connecting with others.
● You coordinate projects with flexibility, adaptability, and a sense of community understanding.
● You take joy in collaborating and executing work with staff and participants from all walks of life and diverse perspectives.
● You are a natural bilingual Spanish communicator whose empathetic approach is reflected in your ability to collaborate with our Latino/x/e community.
● You are a natural advocate for the work of the Familias and our approach to the work.
● You enjoy connecting with program participants.
● You are passionate about equity and anti-racist practices.

What you will do:

55% Program Coordination
● Responsible for coordinating the CSA program at Familias, which includes coordinating the contracting and the distribution of CSA food boxes in the Portland metro area, Hermiston, Yamhill County, and other rural locations.
● Coordinate with Lomita Farms and Legwork Delivery and any other parties/vendors for distribution of food in multiple locations.
● Engage, motivate and retain participants in two-year Kaiser CSA program.
● Recruit, coordinate and select the recipients who will receive CSA food boxes.
● In collaboration with the program manager, create participant quarterly surveys. Administer and tabulate surveys and complete reports for funders of CSA food box program.
● Create culturally appropriate recipes that match the monthly vegetable deliveries, including the selection, formatting, printing and delivery.
● Coordinate the development, verification and listing of resources in Hermiston, Yamhill County and other locations.
● Collaborate with rural partners to develop community recruitment events for the NFE program.

30% Community Resources
● Maintain an updated list of community resources throughout the Portland metro area.
● Engage staff, facilitators, and participants of NFE classes to understand community needs and make connections to community resources.
● Refer participants to community resources to meet their identified needs.
● Communicate and engage with participants by phone and online to link them to external resources.
● Answer and triage phone calls and provide resources as needed.
● Make referrals to the CHW Navigation Program and other services within Familias or partner agencies.
● Attend community events and meetings throughout the Portland metro area.
● And other duties as assigned.

12%: Meetings and supervision
● Meet regularly with NFE Supervisor for training, feedback and coaching.
● Meet regularly with NFE team members to ensure compliance with project deliverables.
- Attend weekly NFE team meetings and staff meetings on a bi-weekly basis.
- Attend bi-weekly staff meetings
- Meet with partners and other agencies to initiate and participate with partner collaborations and community resources.

3%: Professional Development

- Engage in activities to stay up to date on core competences and current events/trends in food equity and advocacy.
- Continue education requirements for CHWs; such as classes/workshops, conferences, or other community events.

This provides a general overview of the breakdown of responsibilities for the NFE program. Other activities and/or projects will be assigned as work continues to evolve and community needs are shifting.

Qualifications

- Two years of experience working with Latino/x/e families in-person or virtually/remotely.
- Preferred two years of experience with program coordination and/or resource navigation to social services such as food, housing, transportation.
- Bicultural and Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing.
- CHW certification is preferred or willingness to complete the certification program through Familias en Acción.

Working Conditions

- Occasional work on evenings and weekends, and travel to necessary events.
- Employment is dependent on passing a background check.
- This position requires in-person work, either at the office or at community partners. About 30% of the position responsibilities will require in-person work.
- Ability to lift 10-20 pounds.
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- Valid Driver’s License, insured and reliable car available for work.

How to Apply?

All interested participants, please send a resume to Patricia Patrón at patricia@familiasenaccion.org with subject line: Nutrition and Food Equity Community Resource Coordinator Position.

All inquiries and discussions will be considered strictly confidential. Applications will be considered as they are submitted so you are encouraged to apply early. Applications will continue to be accepted until the position is filled.