

## Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

**Position:** Commodity Supplemental Food Program Coordinator

**Reports to:** Agency Relations Manager

**Status:** Full Time Hourly plus benefits

**Purpose:**

The CSFP Coordinator is responsible for caseload management for the CSFP Program in compliance with NCDHHS written guidelines and instructions in the pre-approved region. This includes, but is not limited to eligibility determination, enrollment, re-certification, assisting with distribution, distribution tracking, and file maintenance.

**Job Qualifications:**

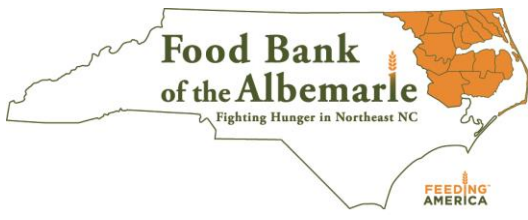
- A Bachelor's degree with a background in social sciences, nutrition or other related fields is preferred; Related experience.
- Position requires strong interpersonal and communication skills and an interest in working with low-income populations and ethnically diverse populations.
- Ability to speak Spanish is a plus.
- Experience working with non-profit community organizations and knowledge of hunger issues preferred, but specific knowledge about Food Stamps/SNAP or the CSFP programs not a requirement.
- Advanced computer skills and strong organizational skills are required.
- Ability to lift up to 40lbs
- Ability to work flexible hours if needed based on programmatic needs.

**Essential Requirements:**

- Clearance through a North Carolina Criminal Record Check.
- Have a valid North Carolina Driver's License.
- All Employees must adhere to-Drug and Alcohol Policy.
- Willingness to pursue appropriate professional development.
- Ability to work independently and as a team member.

**CSFP Coordinator Principle Responsibilities:**

- Enroll and re-certify eligible participants & assist with program distribution in the pre-approved region.
- Manage processes for accurate issuance tracking, filing, report preparation and timely completion of delivery paperwork.
- Answer and return phone and email inquiries regarding CSFP program.
- Maintain and update electronic CSFP client files. File and maintain physical (paper) files.
- Refer ineligible clients for CSFP program to other resources available.
- Prepare monthly invoices for food boxes.
- Provide nutrition education to program participants.
- Track product inventory specifically designated for CSFP.
- Gather statistical data and prepare reports on client usage & demographics for CSFP program as needed.
- Provide ongoing assistance and training to CSFP distribution site manager.
- Time/Activity Tracking for *separate* programs is essential.



## Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

---

*Commodity Supplemental Food Program Coordinator (pg. 2)*

- Travel as required to properly carry out the duties and responsibilities of the position.
- Performs other duties as assigned.

Every employee must subscribe to the mission and vision statements of the Food Bank of the Albemarle. Employees must also adhere to the Food Bank's Drug and Alcohol Policy. All new employees must participate in a criminal background screening. These documents and requirements are on file in the Office of the Director of Finance and Human Resources.

The Food Bank of the Albemarle's relationship with the community from food donors to volunteers is one of high visibility and all staff must exercise a great deal of diplomacy and maintain a friendly and professional demeanor when dealing with these various groups.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

The Food Bank of the Albemarle is an Equal Opportunity Employer.