



**Title:** Food Security Program Specialist  
**Date:** October 2003 (Updated November 2022)  
**Responsible to:** Community Action Programs and Policy Director  
**Classification:** Regular Full Time Exempt

## **Summary Responsibilities:**

The Food Security Program Specialist provides direct support to the mission of Wisconsin Community Action Program Association, Inc. (WISCAP) and its member Community Action Agencies (CAAs) to alleviate hunger in Wisconsin and move families toward increased food security and self-sufficiency. The position will assist WISCAP to carry-out food security work plans including the activities of The Emergency Food Assistance Program (TEFAP).

This position will assist the Policy & Programs Director with ordering 15-25 million pounds of USDA TEFAP foods annually for distribution to a statewide network of 350 emergency food providers serving 135,000 food insecure individuals and providing 120,000 meals each month. Responsibilities include planning and placing food orders, collecting, analyzing, and maintaining related data files in Salesforce and Excel, and the provision of technical support to network partner agencies and food banks. The ideal candidate is detail minded with experience in data management and poverty programs with knowledge and experience with Salesforce preferred. Training will be provided on system processes.

## **Major Duties and Responsibilities:**

- **Food Ordering.** Monitor USDA TEFAP food offers to Wisconsin, plan and place orders into the USDA's Web-based Supply Chain Management (WBSCM) system for shelf-stable and perishable foods for distribution to over 350 food pantries, meal sites and shelters in the statewide TEFAP network. Duties also include conducting food preference surveys, maintaining accurate records, preparing summary reports, monitoring order status and changes, spending balances, receipting shipments, and resolving delivery issues.
- **Data compilation and evaluation.** Manage detailed logistical data related to food orders, inventory, distribution, service statistics, and monitoring funding streams. The position creates and modifies Salesforce reports, develops documentation of Salesforce processes, and prepares qualitative and quantitative summaries and reports for the State of Wisconsin Department of Health Services, WISCAP Board of

Directors as well as agency and network partners. Duties also include preparing and collecting monthly service statistics and inventory reports from network partners, updating outlet databases, and preparing other reports as needed.

- **Technical Assistance and Other Activities.** Provide technical assistance to coordinating agencies, food banks, and distribution outlets regarding TEFAP processes and procedures, deliveries, and reporting, as well as strategies to increase local capacity, improve access to supplemental resources, and expand participating outlets. resources, the volume of food ordered and distributed, and expansion of participating outlets. They will also provide additional support to other WISCAP food security projects as needed.

**Knowledge, Skills and Abilities Required:**

- Bachelor's degree from an accredited college or university or commensurate experience
- Robust knowledge and experience with data collection, database management, and data analytics. Experience with Salesforce software a definite plus
- Extensive knowledge and experience working with MS Office, particularly Excel
- Experience working on poverty-related and/or hunger-related issues.
- An understanding of poverty and the needs of low-income people
- Ability to work effectively with diverse range of people and organizations (co-workers, member agency executives and staff, state and federal government agencies, vendors, community partners, etc.)
- Experience working or volunteering at a non-profit organization
- Conscientious, reliable, detail-minded, and a self-starter
- Excellent written and oral communication and interpersonal skills
- Own a reliable, insured vehicle and possess a valid Wisconsin driver's license