

WISCAP - JOB OPPORTUNITY

Wisconsin's Poverty Fighting Network

OVERVIEW

Title: Food Security Program Specialist
Date: October 2021
Responsible to: Community Action Programs and Policy Director
Classification: Regular Full Time Exempt



ABOUT WISCAP

WISCAP is a member association serving the statewide network of sixteen Community Action Agencies (CAA) and two special purpose agencies, Foundation for Rural Housing and UMOS.

WISCAP serves as a policy review and advocacy forum, a public information network, a training facilitator, an information clearinghouse, and an administrative agency. WISCAP was formed to strengthen and serve community action in Wisconsin and to advocate for low-income households from a statewide perspective.

"WISCAP and its members are committed to creating economic opportunity and supporting community-based solutions to poverty in Wisconsin."

ABOUT THE JOB

The Food Security Program Specialist provides direct support to the mission of 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 its TEFAP activities.

Reporting to the WISCAP Community Action Policy and Programs Director, the position will order USDA commodities for distribution to emergency food providers (food pantries, meal sites and shelters) in the statewide TEFAP network, collect and analyze data and maintain data files related to food ordering and distribution, and provide technical assistance coordinating agencies, food banks, and local food providers to increase food security, local resources, and the quality and capacity of the network. This position will acquire more responsibility as the incumbent gains more knowledge and training relating to the TEFAP and USDA food ordering system.

APPLY NOW:

Send a cover letter and resumé to wiscap@wiscap.org. Please put Food Security Program Specialist Application in the subject line. Deadline is January 19, 2022 by Close of Business.



Job Title: Food Security Program Specialist
Deadline: January 19, 2022 by Close of
Email: Business wiscap@wiscap.org

Major Duties and Responsibilities:

The below list is intended to be key examples of the duties and responsibilities of this position. It is not to be taken as defining all possible duties.

- **Food Ordering.** Monitor USDA TEFAP food offers to Wisconsin and place orders for a variety of shelf-stable and perishable foods with the USDA to obtain Wisconsin's share of federal commodities for distribution to over 350 food pantries, meal sites and shelters in the statewide TEFAP network. Responsibilities also include conducting food preference surveys of network providers, maintaining accurate records, preparing summary reports, monitoring order status and spending balances, receipting shipments, and resolving delivery issues.
- **Data compilation and evaluation.** Compile and evaluate data related to food ordering, warehouse inventory, and monitoring of all funding streams. Duties include maintaining databases, evaluating data, and preparing qualitative and quantitative summaries for WISCAP reporting to the State of WI Department of Health Services, WISCAP Board of Directors and others as requested, preparing and collecting monthly service statistics and inventory reports, updating outlet databases and preparing other reports as required. Assist with the search and evaluation of logistics software and procedures to continue to improve the accuracy and efficiency of data tracking and food inventory systems.
- **Technical Assistance and Other Activities.** Provide technical assistance to coordinating agencies, food banks, distribution outlets and others regarding TEFAP procedures and rules, strategies to increase local capacity, resources, the volume of food ordered and distributed, and expansion of participating outlets. The Program Specialist will also provide additional support to other food security projects or WISCAP projects as instructed by the Policy and Programs Director or the Executive Director.

Knowledge, Skills and Abilities Required:

- Bachelor's degree from an accredited college or university or commensurate experience in the areas below
- Experience working on poverty-related and/or hunger-related issues. Wisconsin specific experience a plus
- An understanding of poverty and the needs of low-income people together with an appreciation for the opportunities provided by Community Action to help people leave poverty
- Ability to work effectively with persons at all levels of the organization (co-workers, member agency executive and staff, vendors, partners, etc.)
- General knowledge of low-income assistance programs, especially nutrition programs.
- Experience working or volunteering at a non-profit organization.
- Conscientious, reliable, detail-minded, and a self-starter
- Excellent written and oral communication, organizational and interpersonal skills



- Own a reliable, insured vehicle and possess a valid Wisconsin driver's license
- Extensive knowledge and experience working with MS Office, particularly Excel
- Additional knowledge and experience with MS Access, other databases and data analytics a plus