



JOB DESCRIPTION

TITLE: *Food Security Community Liaison*

COLLEGE/SCHOOL/DEPT: *Advancement Office*

DATE PREPARED: *11/16/2021*

REPORTS TO: *Director of Collective Impact*

FLSA: *Exempt status*

POSITION SUMMARY:

The office of Advancement houses the work of Yakima Valley Partners for Education, a cradle to career, collective impact initiative serving Yakima County. This position reports to the Director of Collective Impact with support from Save the Children, Food Security Specialists. The Food Security Community Liaison will mobilize the community and provide direct support to Yakima Valley Partners for Education, Rural Accelerator workgroups and its partners to ensure children in the community have access to the nourishing food they need to succeed and thrive as learners and in life. This will involve establishing and strengthening partnerships, building awareness of food security issues and their impact on children, and supporting advocacy efforts to combat child food insecurity in the community. The Food Security Coordinator will lead and coordinate food security initiatives in Yakima County.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Coordinating and Supporting Stakeholders:

- Represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, and the community we serve.
- Work closely with the Save the Children team to establish, strengthen, and/or expand a food security workgroup made up of local stakeholders.
- Convene the food security workgroup, set agendas, facilitate meetings, and track next steps.
- Act as a liaison between external partners, donors, and other stakeholders to coordinate efforts across organizations.
- Function as the point of contact for the food security workgroup and the wider community, reaching out to local stakeholders to: coordinate disbursement of grant funding or gifts-in-kind, coordinate volunteers for food-related events in the community, and communicating partner's needs to Save the Children.

Leading Community Assessments, Action Planning & Implementation:

- Lead the community food assessment process to identify gaps and opportunities for strengthening the community food system.
- Lead a community action planning process to prioritize opportunities to strengthen the community food system.
- Coordinate the creation of long- and short-term community food security plan.
- Lead local food programs and projects identified through community action planning processes; monitor progress and performance to ensure effective and timely implementation of program timeline and objectives.

Budget Oversight & Programmatic Reporting:

- Oversee budget and spending on food security planning and implementation.
- Submit and enter programmatic monitoring data into tracking mechanisms on an ongoing basis.
- Ensure that partner staff understand data tracking mechanisms and are submitting data on a timely basis.
- Communicate clearly with Save the Children and external partners through reports and other deliverables to share impact.
- Gather local success stories, quotes, and photos, illustrating the impact of the food security work for children, families, and the community.

Professional Development:

- Participate in trainings and professional learning opportunities.
- Share knowledge and experience with local teams and colleagues.

Required Qualifications:

- Professional proficiency in spoken and written English and Spanish.
- Ability to build trust and work effectively in limited-resource communities.
- Demonstrated ability to communicate and collaborate successfully with individuals and partner organizations at all levels, both internally and externally.
- Demonstrated organizational and management skills related to program implementation.
- Demonstrated commitment to diversity, inclusion, and belonging.
- Willingness to travel regularly throughout the Yakima County up to 70% of the time. Have and maintain driver's license and insurance.
- Ability to be flexible and adaptable to dynamic changes in the work environment.
- Proficiency in MS Office Suite.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948