

Feeding America, Kentucky's Heartland
Job Description
Senior & Emergency Food Assistance Programs Specialist

This position is responsible for managing all CSFP (**Commodity Supplemental Food Program**) and TEFAP (**The Emergency Food Assistance Program**) aspects of sub-grant agreements, reporting, and compliance required by the Kentucky Department of Agriculture and USDA.

Essential Functions:

- Build and maintain positive relationships between FAKH and its partner agency network, especially those serving as sub-contractors of USDA programs.
- In addition to becoming the program expert on TEFAP and CSFP policies, procedures, regulatory guidance applicable to program implementation, product distribution and reporting, be knowledgeable about all other FAKH programs.
- Establish CSFP and TEFAP distribution sites, as needed, within each FAKH service county. Use MPIN data to determine underserved areas.
- Conduct regular and ongoing training/communication with all organizations and personnel involved with partner agencies and/or distribution sites which includes USDA income guidelines and changing regulations.
- Train, coordinate and ensure agency submission of required monthly data and reports to complete FAKH required reports.
- Conduct monitoring to meet both USDA and FA requirements. (CSFP-Annually, TEFAP-Bi-Annually). Ensures that products through all FAKH programs are distributed in a manner in keeping with health, safety, and contractual requirements of the programs. Maintain accurate records documenting compliance/non-compliance with contract terms.
- Responds to and investigates complaints from member agencies, agency clients, and the general public regarding FAKH member agencies.
- Directly responsible for oversight of the Hardin County CSFP program including sign-ups and distribution of product.
- Provide assistance to community members in-person, over the phone or online as needed when inquiring about food resources.
- Perform other duties as assigned, assist Director of Agency Services and Programs and other team members as needed

Qualifications:

- Associates Degree in Social Service and/or equivalent experience with government or senior programs.
- Ability to effectively work with diverse groups and individuals, and grassroots community organizations.
- Computer skills and data entry experience essential.
- Ability to prioritize multiple projects, meet deadlines with attention to detail.
- Have excellent communication, interpersonal and organizational skills.
- Must occasionally be able to lift 35 pounds.
- Must have a valid Kentucky state driver's license and good driving record.

Work Schedule: Monday-Friday, 8 a.m.-4:30 p.m. Travel two days a week for up to eight hours. Days and hours are flexible to fit the needs of the FAKH mission.

FLSA Status: Hourly

Reports to: Director of Agency Services and Programs