



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Child Nutrition Organizer

Department: Advocacy

Reports To: Advocacy Campaign Manager

FLSA Status: Exempt

General Function: Organizer will be responsible for outreach and education regarding nutrition programs that impact childhood hunger in Wisconsin. The Organizer will provide on-the-ground support for research, evaluation, and data collection regarding school breakfast eligibility, participation and model. Key responsibilities include organizing allies and constituents that will result in increased access to federal nutrition programs such as the School Breakfast Program, Summer Meals Program and the Child and Adult Care Food Program. Through traditional and innovative field outreach methods, the Organizer will build new bases of support with stakeholders and work to alleviate childhood hunger in our community.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Organizing outreach to all relevant stakeholders including school principals, food and nutrition directors, superintendents, and non-profit partners.
- Tracking meetings and all follow-up contact, actions and communications, and maintaining these within a database.
- Providing technical assistance to schools to address issues related to implementation of school breakfast, after school meals, and summer meals.
- Providing technical assistance to after-school programs and child care centers to address issues related to implementation of the Child and Adult Care Food Program.

- Maintaining relationships and contacts with staff within state agencies and other non-profit partners to coordinate efforts as needed.
- Identifying and cultivating supporters involved in targeted communities and schools to increase participation in school breakfast, after school meals, and summer meals.
- Under the direction of the Advocacy Campaign Manager, conduct a statewide campaign to increase school breakfast-to-lunch participation ration in Wisconsin.
- Help to design transparent, standardized and easily accessible systems for capturing, integrating and distributing measurement data across the organization and at partner organizations.
- Create and Update Hunger Task Force education and outreach print materials including brochures, flyers, and fact sheets regarding the federal nutrition programs that impact childhood hunger.
- Update and draft School Breakfast, Summer Meals and After-School Meals Report Cards using data and systems analysis.
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and persuasively for a wide audience; summarize legislation, position papers, and policy analysis in professional manner.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Project Management software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid driver's license.

Other Skills and Abilities

Bilingual Spanish preferred. Ability to speak in front of diverse audiences authoritatively and with confidence.

Other Qualifications

Must be able to work evenings and weekends. Scheduling flexibility a must. Significant local travel required - must have a reliable vehicle.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

Employee Acknowledgment:

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Associate Director.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)