



## HUNGER TASK FORCE, INC. POSITION DESCRIPTION

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**Position Title:** NUTRITION PROGRAM POLICY ANALYST

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**Department:** Advocacy

**Reports To:** Director of Advocacy

**FLSA Status:** Exempt

**General Function:** The Nutrition Program Policy Analyst works directly with the Director of Advocacy and Executive Director to coordinate agency research responsibilities. This position regularly communicates with agency staff, Board, Executive Council and donors, as well as with federal, state and county administrative staff and external interest groups. Identify, conduct, and disseminate research on federal nutrition programs to the Director of Advocacy and advocacy team staff. Assist with internal analysis of agency service data. Disseminate important nutrition program research to other agency staff and external constituents. Research responsibilities include identification and assessment of nutrition program issues, area needs and assessment studies, writing research reports, creating position papers, drafting and evaluating surveys, and collecting, organizing and manipulating research data.

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

- Identify, Monitor, analyze, and synthesize current information from national, state and local public agency databases and other sources regarding local, state, and federal nutrition program issues.
- Create, combine, and update databases and research tools that evaluate and improve FoodShare outreach, summer and school meals, and network needs.
- Communicate the results of research, policy and data analysis through policy briefs, publications, web postings, presentations, and other means; Report monthly issues on policy dashboard.
- Provide technical assistance and training on current hunger and poverty data and public policy issues to agency staff.

- Monitor relevant research sources and produce summaries and alerts about key new studies for dissemination to staff, advocates and policymakers; proactively identify and report on trending issues in legislation and policy that impacts anti-hunger activism, including poverty and nutrition statistics. Report monthly progress on policy dashboard.
- Research and synthesize relevant and trending information surrounding federal nutrition programs and issues; including the production of topical issue briefs on “trending” topics.
- Assist with quantitative aspects of grant applications, evaluation and reporting for awarded grants.
- Utilize mapping software/applications to highlight geographic trends in nutrition program, service, or poverty information. Creatively find the most clear concise way to present multi-dimensional data.
- Draft, implement, and evaluate surveys based on agency needs.
- Analyze and summarize current, pending and proposed legislation as well as proposed and final regulations pertaining to federal nutrition programs. Prepare data and policy updates for agency staff, volunteers, external interest groups and policy makers. Report monthly issues on policy dashboard.
- Produce reports and research papers that highlight national, state and local budget issues pertaining to nutrition programs and agency operations including, but not limited to, all federal nutrition programs, FSET, EFSP, and transitional jobs.
- Represent organization at meetings, events, and conferences where appropriate.
- Review department publications for accuracy and policy consistency.
- Assist with other agency events and projects as assigned by Director of Advocacy, Associate Director, or Executive Director.

### **Competencies**

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

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Gathers and analyzes information skillfully.

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 - Responds to requests for service and assistance; Meets commitments.

Oral Communication - Demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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

Organizational Support - Supports organization's goals and values; Benefits organization through outside activities.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Manages competing demands.

Initiative - Undertakes self-development activities; Takes independent actions and calculated risks; 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**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

#### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

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

**Other Skills and Abilities**

Ability to use statistical programs such as SPSS, SAS, or Stata will be very helpful. Ability to understand and perform statistical analysis a must. Experience using GIS or other mapping software recommended.

**Other Qualifications**

Demonstrated knowledge about local, state, and federal legislative processes. A minimum of two years' experience working within a public policy environment. Experience or familiarity working with non-profit organizations; experience with local and/or state government issues a plus

**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 sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The noise level in the work environment is usually moderate.

**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.

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Employee's Signature

Date

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Employee's Name (please print)