

## **POSITION TITLE: Together We Grow Outreach and Training Specialist**

### **I. JOB SUMMARY**

The objective of *Together We Grow* is to empower targeted individuals to begin to change their lives from food insecure to food secure by setting and achieving personal and professional goals to improve household and employment stability. The *Together We Grow Outreach and Training Specialist* will implement the program's outreach plan and facilitate the program's multi-week curriculum with program students.

The *Together We Grow Outreach and Training Specialist* contributes to the Brazos Valley Food Bank's work of building a hunger-free Brazos Valley by working with program clients to develop transferrable skills that support personal and professional goal attainment and promoting the program's services through education and outreach efforts to key stakeholders.

#### **Key Result Area #1 – Client Outreach (25% of time)**

- Following the program's key messaging and outreach plan, engage in community outreach efforts to promote the program's services to other social service providers and individuals living with food insecurity, resulting in quarterly client enrollment targets and meeting key performance indicators
- Maintain regular communication with community stakeholders to increase awareness of the program's services
- With the Program Manager, work with other Brazos Valley Food Bank programs staff to promote the program's services through the Brazos Valley Food Bank's network of community partners (i.e., food pantries, benefits enrollment sites, etc.)
- Strategically identify and support outreach activities such as health fairs and community events that connect food insecure individuals to program services

#### **Key Result Area #2 – Relationship Building (10% of time)**

- With the Program Manager, build new employer partnerships and maintain positive relationships with Brazos County employer partners
- Attend and actively participate in community-based meetings to promote Together We Grow as assigned by the Program Manager
- Notes potential connections and opportunities in existing and new relationships that will promote Together We Grow outreach efforts in collaboration with the Program Manager
- As requested by community partners, provide presentations about program services to key stakeholders

#### **Key Result Area #3 – Project Planning (5% of time)**

- Coordinate the program's Employer Advisory Board meetings and activities, building the board roster, assist with the preparation of agendas, taking meeting notes, distributing meeting notes to attendees, and handling meeting logistics
- Serve as the liaison between the Together We Grow Program and the Employer Advisory Board
- With the Program Manager, consult with Employer Advisory Board members to identify training needs and discuss program effectiveness

- With the Program Manager, develop correspondence and data reports related to the Employer Advisory Board

#### **Key Result Area #4 – Training and Development (25% of time)**

- Create the 5-week training schedule (90 total training hours) for each cohort (training and development class)
- Conduct trainings for the program’s 5-week long coursework four times per year on designated topics (i.e., soft skills) related to personal and professional development using the Together We Grow training curriculum
- Schedule designated guest speakers to provide on-site and/or remote trainings during each cohort
- Work closely with other community-based organizations to provide and coordinate additional in-house trainings and services as needed
- Proactively research best practices in adult education and designated curriculum-related topics (e.g., healthy boundaries, stress management, resume writing, interview techniques, etc.) and, with the Program Manager, update existing training materials
- Supervise clients in the implementation of their teams’ project management plan during designated garden volunteer shifts
- Maintain clear communication with program clients around Together We Grow expectations, policies, parameters of services provided by the program, including utilizing best practices when holding individual clients accountable
- Maintain client confidentiality

#### **Key Result Area #5 – Evaluation and Analysis (10% of time)**

- Keep complete record of outreach events, activities, and number of individuals reached
- Review completed learning assessments to assess for student comprehension and provide individual tutoring as needed
- Analyze outcomes of tracked outreach data to measure efficacy, and with the Program Manager, make adjustments to the Key Messaging and Outreach Plan as necessary
- Track and analyze program student retention rates using designated software
- Complete monthly data tracking reports by the first Friday of the following month
- Complete all paper and electronic documentation of services provided in a timely manner using designated software
- Complete weekly staff-activity reports
- Monitor and report on measurable objectives specific to the Outreach and Training Specialist’s role during bi-weekly meetings with the Program Manager

#### **Key Result Area #6 – Written Communication and Document Development (10% of time)**

- Maintain all client records – store files properly to ensure client confidentiality and track client progress using designated software
- Ensure client records are free from error and interactions are documented professionally and objectively
- Provide written information and data for grant proposals and potential funders, when requested by the Program Manager

- Create weekly social media posts that promote the program's services and educate the Brazos Valley Food Bank's social media following on the program's impact

#### **Key Result Area #7 - Teamwork (15% of time)**

- Work with the program's Individual Development Specialist to ensure outreach efforts are resulting in targeted program enrollments
- Consult with the Individual Development Specialist on available employment opportunities that align with clients' professional goals, and with the Individual Development Specialist, get students placed in employment with a program partner or through other opportunities available in the community
- Regularly collaborate with the Individual Development Specialist on areas such as issues affecting client retention, unmet needs of clients, client outcomes, and advocacy options and services to meet the needs of program clients using data tracked through the program's evaluation and assessment processes
- Provide support to the program's case management services by meeting with students individually, as needed, to ensure students are on target with accomplishing action steps related to their personal and professional goals
- Maintain positive relations with Community Garden and Together We Grow volunteers, interns, and community resource and referral organizations
- Attend quarterly staff meetings as scheduled by the Executive Director
- Attend Together We Grow team meetings as scheduled by the Program Manager
- As assigned by the Program Manager, assign tasks and supervise garden volunteers during designated volunteer shifts
- Regular in-person attendance is required as an essential function for this position

#### **Other**

- Uphold and model the Brazos Valley Food Bank's mission and values
- Discuss all urgent client-related concerns with Program Manager
- Perform additional duties as assigned

### **III. MINIMUM QUALIFICATIONS**

#### **A. Education, Experience, and Training**

- Bachelor's degree for a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), with major course work in Human Resources/Human Resource Development, Adult Education, Sociology, Psychology, a related field OR relevant work experience in training, social work, case management, casework, or related field.
- One-year training experience with adults
- One-year community outreach experience

#### **B. Knowledge and Skills**

- Regular in-person attendance is required as an essential function for this position
- Bilingual in Spanish, preferred but not required

- Excellent written, oral, leadership, and interpersonal skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Proficiency in Outlook, Word, PowerPoint, and Excel
- Knowledge of hunger and poverty issues
- Knowledge of community resources and ability to use them effectively for clients
- Ability to work cooperatively under pressure with a diverse range of people and demonstrated ability to communicate tactfully with all members of society.
- Ability to set priorities, identify goals, and plan effectively
- Good understanding of group dynamics, comfort and skill in a coaching environment, and ability to handle supervision professionally
- Ability to work in stressful situations and under program timelines
- Ability to be flexible with working hours to meet the program's outreach needs (includes evenings and weekends)
- Ability to work outdoors in various weather conditions throughout the year in onsite garden
- Ability to work effectively with other Food Bank staff and volunteers
- Ability to be certified in First Aid and Food Handling
- Must be able to pass criminal background check
- Current driver's license and ability to use personal vehicle for BVFB business (mileage reimbursement for work travel)

#### **IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMODATION**

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry up to 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions may include working inside, working outside, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.

#### **TO APPLY:**

Interested candidates should send a cover letter and resume (or professional vitae) to:

Alaina Jalufka, Together We Grow Program Manager

alainaj@bvfb.org

***Please, no calls or walk-in inquiries about your application. If we are interested in interviewing you, we will contact you.***

**Deadline to email required documents is \_\_\_\_\_. BVFB is an Equal Opportunity Employer (EOE).**

*About the Brazos Valley Food Bank*

The Brazos Valley Food Bank, a local nonprofit organization in Bryan, is a central distribution site that unites food donors, volunteers, and hunger-relief agencies. As the hub of over 36 different agencies that feed the hungry throughout Brazos, Burleson, Grimes, Madison, Robertson, and Washington counties, the Brazos Valley Food Bank is on target to distribute over 6 million pounds of food by this year to over 50,000 different individuals in need. In addition to supplying food to partner agencies, the Food Bank oversees Children's BackPack, Senior Bags, Family Box, Nutrition Education, and Benefits Assistance and Referral Partner programs including Together We Grow, as well as oversees Mobile Food and School-Based Food Pantries, and Project GotEM (home delivery program) to reach those in need.