



Job Title: Manager of Food Access Programs

Type: Exempt, Full Time, Salaried Position (40 hours per week)

Start Date: September 1 2022.

Hours: 40 hours per week with weekend availability, specifically Sundays for food delivery

Rate: \$45,000 - \$52,000 Plus full health and dental benefits, paid sick and vacation days.

Supervision: Data Activist and Systems Manager

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on food growing, education, sovereignty and justice. We grow high quality, organic food which supports fair wages for our farmers and is distributed through CSA shares, sliding scale sales at farm stands and donations to a variety of non-profit partners. The mission of FLF is to create greater equity across our food system on the Front Range of Colorado. We specifically seek to support and create greater leadership and access for women and people of color in our food systems. We achieve these goals through growing food, listening, educating, honoring land and ancestors, policy initiatives, and direct action.

Role: Management of SNAP outreach team including hiring, training, planning, budgeting and executing enrollment with a focus on increasing SNAP enrollment year over year. Encouraging other farmers to add SNAP benefits to their programming through outreach and creating presentations. Continuing and growing Healing Foods programming through continued partnerships and new relationships with community groups. Monitoring and reporting on both programs with Data Activist and Systems Manager.

POSITION RESPONSIBILITIES

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

SNAP & WIC Food Access

SNAP application services: Assist community members with SNAP applications by maintaining a well trained outreach team. Develop outreach plans to identify new outreach locations and partners and improve the quality of assistance clients receive.

SNAP & WIC Customers: During the farm season this position will work with Data Activist and CSA Manager to administer the Farm to WIC CSA program and to enroll new SNAP customers for both our CSA and markets. This position is responsible for processing EBT payments and recording data related to payments, Double Up Food Bucks, and food distribution.



Local Farmer SNAP Assistance: Develop and execute an education program to educate farmers on the benefits and process for adding SNAP enrollees and how to accept EBT payments at your farmstand or CSA. Work with Mile High Farmers and Black and Brown Growers. Present at Food Summit and other Colorado-based agricultural conferences.

HEALING FOODS PROGRAM

Program implementation: Work with the Executive Director and other staff to take over day-to-day operations including but not limited to Sunday Free Food Grocery deliveries, weekly farmed produce donations, data entry, and relationship development with current and future organizations. Required driving between donation pick-up and drop off sites, mileage paid.

OTHER WORK

Farm Work: Support in farm work during season April - October estimate 8-12 hours per week. This includes working a scheduled farm shift each week, covering shifts on the farm and at market stands as requested by Farm Director.

Planning and budgeting: This position is responsible for strategically growing the programs under their management with a focus on increasing assistance and partnership in Black, Latinx and Indigenous communities. This position will assist with grant writing and identify funding opportunities for the program. Maintain relations with current and future partner orgs.

POSITION QUALIFICATIONS & SKILLS

- 2-years experience with team or project management
- Outgoing personality and exceptional customer service skills
- High computer competency with data management and learning new software
- Ability to communicate clearly and respectfully both in-person and in writing
- Passion for increasing food access
- Active drivers license, clean driving record, and personal transportation
- Aligned with FrontLine Farming's mission for food justice and racial justice
- Previous knowledge of government benefits, preferred
- Bilingual in Spanish and English, preferred

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role

HOW TO APPLY:

Submit your resume and a cover letter to jessica@frontlinefarming.org

Position will remain open until filled.