**JOB DESCRIPTION**

**TITLE:** FARE Program Coordinator

**REPORTS TO:** Executive Director

**Position Summary:**

This position is responsible for the leadership and overall coordination of the WestCare Ohio Food Access & Resiliency Enterprise (FARE) Project. This includes the East Dayton Food Access Collaborative, which seeks to improve food security in inner East Dayton by increasing affordability, quality and nutritional value of available food, and by enhancing residents' knowledge of how to grow, acquire, prepare and distribute it.

**Essential Job Functions:**

* Performs activities defined by FARE contract with Montgomery County and United Way, including but not limited to: organizing food-related educational and distribution events, food pantries at the community center and school, farmers markets, backyard and community gardens, a neighborhood food-buying club, partnership meetings, and business planning for potential social enterprises.
* Conducts educational programs for children, families, and would-be gardeners and farmers as needed.
* Ensures that project outcomes are met; keeps accurate and organized records for reporting requirements.
* Completes monthly reports for funders.
* Coordinates/leads collective impact Partnership among several community agencies. Serves as spokesperson for the Partnership.
* Supervises one part-time support staff person.
* Perform any other duties as assigned.

**Qualifications:**

* Demonstrated knowledge of nutrition, gardening/farming, food-related business, local food systems, and/or environmental sustainability.
* Good interpersonal skills and demonstrated ability to effectively coordinate volunteers.
* Respect for/Sensitivity to/Understanding of the needs of diverse, low-income clientele.
* Strong organizational and project management skills; ability to manage program with a large number of components.
* Valid Ohio driver's license;
* Ability to pass background check and drug test.

**Education:**

* Bachelor’s degree in a related field from an accredited college or university, plus at least three (3) years' experience, ideally in a nonprofit or government setting.

**Working Conditions:**

* Work is primarily performed in an office setting; however frequent outdoor activities (e.g. gardening activities, flea market) will be required.

**Physical Demands:**

* Occasional lifting of more than 20 pounds;
* Sitting, standing, walking, reaching are performed in the normal course of the position.