



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Child Nutrition Organizer

Department: Advocacy

Reports To: Advocacy Director

FLSA Status: Exempt

General Function: The Child Nutrition Organizer is responsible for organizing, managing and executing all Hunger Task Force's child nutrition-related campaigns and initiatives. Serving as a Wisconsin-based issue expert, the Child Nutrition Organizer works to increase participation in key federal nutrition programs through outreach, organizing, education, administrative troubleshooting and public policy change. The Child Nutrition Organizer collaborates with state and federal departments, school districts and administrations, private donors, nonprofits and other organizations for the purpose of increasing participation, eliminating enrollment barriers and easing administrative burden for providers with an overarching goal of ending childhood hunger in Wisconsin.

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

- Demonstrate leadership as an issue expert on all child nutrition programs including the National School Lunch Program (NLSP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), Summer EBT (SEBT) and other key programs.
- Develop and maintain strong relationships with federal and state agencies administering programs, including USDA, Department of Public Instruction, and Department of Health Services, as well as school nutritionists, daycare and after-school program providers, faith groups and other community organizations.
- Utilize data and research to develop and implement ongoing multi-year strategies to improve child nutrition program participation in Milwaukee and Wisconsin.
- Oversee implementation of the Milwaukee Summer Meals Collaborative, organizing partners and increasing participation and access to SFSP.
- Support SEBT implementation and improve program participation in non-congregant feeding options in rural Wisconsin.

- Plan and execute strategic campaigns to increase school-level and district participation in NSLP, SBP, Community Eligibility Provision and after-school nutrition programs in Wisconsin and develop ongoing programs of outreach.
- Develop and execute strategies to increase enrollment in CACFP, including identification of sponsors and key partners.
- Identify strategies and advocacy campaign opportunities to improve nutrition and quality of meals served through programs.
- Collaborate and cross-train with the Advocacy team to support enrollment and participation in additional federal nutrition programs including SNAP, SNAP-Ed and WIC.
- Collaborate with the Hunger Relief Federation to identify regions, communities, school districts and schools across Wisconsin with low or no participation in key programs.
- Develop strong relationships with Advocacy donors and collaborate with the Development Team on program and infrastructure needs that support program participation.
- Create and disseminate formative documents and official correspondence, including annual program performance reports and data, for dissemination to key community-based decision makers.
- Identify and uphold best practices from other communities, including out-of-state projects with the potential for replicability.
- Provide or arrange for technical assistance, connecting potential sponsors and program providers to corresponding staff at the Department of Public Instruction, the Department of Health Services, and the USDA Midwest Regional Office.
- Perform other duties as assigned.

Supervisory Responsibilities

This position supervises seasonal interns.

Competencies

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

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

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

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

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicated changes and progress; Completes projects on time and budget; Manages project team activities.

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

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens

to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

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

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

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.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

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.

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.

Professionalism - Approaches others in a tactful manner; 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.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

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.

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.

Language Skills

Ability to read, analyze, and interpret the most complex documents including business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, business correspondence, and procedure manuals Ability to make effective and persuasive speeches, presentations, and respond to questions on controversial or complex topics from groups of managers, clients, customers, and the general public.

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 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; 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

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 fifty 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.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Salary Range: \$55,000 - \$70,000