



**FOOD BANK**  
OF NORTHEAST GEORGIA

**Our Vision: “Every neighbor. With enough food. Everyday.”**

**Job Title:** Food Access Coordinator (Bilingual)  
**Reports to:** Director of Member Relations  
**Classification:** Full-time, Exempt  
**Location:** Athens, GA  
**Compensation:** \$42,500-\$50,000

**About Us:**

The mission of the Food Bank of Northeast Georgia (FBNEGA) is to connect neighbors with nourishing food.

Our team has united for more than 30 years to: build a greater understanding of food insecurity; create clear pathways for donors, volunteers, and community members to invest in solutions to this widespread problem; to serve as the hub of an expansive supply and distribution network; and, ultimately, to realize food certainty for every neighbor across our 15-county region.

**Our Values:**

**Accountability:** We commit to continuous improvement and transparency in all that we do.

**Belonging:** We create a place of welcome and hospitality for all.

**Compassion:** We acknowledge that hunger is a burden that no one should bear alone.

**Dignity:** We honor the humanity of all people.

**Efficacy:** We get things done and understand the urgency of our work.

**Stewardship:** We honor the power of giving by applying resources in a mission driven and thoughtful manner.

**Job Summary:**

The Food Access Coordinator (FAC) is responsible for managing current relationships with the Food Bank of Northeast Georgia’s members in Clarke and Oconee Counties from the Food Bank’s Athens campus. As a core member of the Food Access Team, the FAC will collaborate with other Food Bank staff and external



stakeholders to cultivate new relationships with prospective Food Bank Members and community partners in these counties, while supporting current Members in efficacy and compliance.

The FAC will also work with local members to optimize their participation in Food Bank initiatives with the strongest return on investment and positive impact in the lives of our neighbors. This team member will also engage with and visit communities in their service area to build connections, represent the FBNEGA, and connect neighbors in need to Food Bank members and resources. Additionally, the FAC will increase food access via SNAP enrollment, increasing awareness of SNAP benefits, assisting with SNAP applications, and expanding SNAP participation across our 15-county region.

### **Key Responsibilities:**

#### **Member Support**

- Maintains strong working relationships with current Members of the Food Bank in Clarke and Oconee counties
- Collaborates with other staff in the Food Access team to execute Member support, training, inspection, retention, and recruitment strategies
- Develops partnerships with organizations to identify advocacy and access opportunities, creating solutions to remove and reduce barriers to food access
- Works with team members to strategically sustain and grow Member relationships, leveraging each opportunity to deepen our connections across the service region
- Collaborates with community and business partners to find sponsors for mobile pantries, grow SNAP outreach, and develop opportunities to further enhance food access for the whole family
- Cultivates relationships with other community organizations, establishing and maintaining a vibrant community presence.
- Completes regular member and program site visits in Clarke and Oconee Counties
- Diligently maintains and enforces compliance with FBNEGA, USDA, and other regulations related to food access and safety.
- Represents the FBNEGA at networking opportunities and other events, making connections and giving presentations with the goal of deepening the Food Bank's ecosystem of relationships



- Serves as translator for key food access documents and as translator to communicate and create opportunities for Members
- Other duties as assigned by the FBNEGA leadership team

### **SNAP Outreach and Support**

- Completes initial SNAP Benefits training and maintains training needed to remain up to date with state Division of Family and Children Services requirements
- Secures strategic locations where services to individuals/families are provided to maintain a full and productive outreach calendar such as Farmer's Markets, Agencies, Mobile Pantries, etc.
- Provides screening and SNAP application assistance to clients, both in person and via phone
- Coordinates, promotes, and conducts SNAP outreach to underserved and target populations
- Submits and maintains accurate case data
- Advocates in reducing barriers that currently hinder SNAP enrollment and attends SNAP-related meetings and networking opportunities
- Assists with educating community partners and staff about SNAP and its importance to neighbors and the community
- Follows procedures necessary to maintain strict client confidentiality
- Ensures that all clients feel comfortable with the application process by communicating with them in a warm, courteous, and helpful manner
- Assists in updating the FAC team regarding SNAP protocol and procedures
- Partners with Philanthropy department to create and share marketing collateral and updates the FAC team appropriately

### **Qualifications:**

- Bachelor's Degree preferred with 5+ years of relevant work experience.
- Must be bilingual (English / Spanish) with the ability to communicate clearly both verbally and in written communications
- Candidate must be able to pass criminal background check and drug screening.



- Exceptional written communication skills and overall clear communication capacity.
- Strong aptitude for discerning and applying professional judgment in complex situations.
- Organizational skills, with the capacity to engage in various platforms and systems in a fast paced, and dynamic environment.
- Demonstrated ability to take initiative and execute complex and multi-varied tasks, including program evaluation and outcomes reporting.
- Highly proficient in the use of Microsoft Office suite, WordPress, database management and reporting systems, Constant Contact, and proficient or ready to train in Primarius 2.
- Ability to drive, excellent driving history, and access to a reliable vehicle.

**Personal Qualities:**

- Ability to work collaboratively across all Food Bank departments.
- Ability to use independent judgment in routine and non-routine situations.
- Accuracy, timeliness, attention to detail, highly organized.
- Able to communicate effectively with a diverse range of stakeholders.
- Highly self-motivated.
- Highly flexible and able to multitask

**Work Environment:**

Work is value-driven, outcomes, and deadline oriented. Regular and predictable attendance is required. Some travel required, some extended hours and weekend work may be required.

**Physical Demands:**

- The ability to occasionally lift, move, and carry objects weighing up to 10 lbs. safely and comfortably.
- The ability to use close vision, distance vision, peripheral vision, and depth perception to see and respond to stimuli.
- The ability to speak, for expressing or exchanging information and instructions through spoken word.
- The ability to receive instructions or information by means of oral communication.
- The ability to respond quickly to sounds.



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- The ability to stand, stoop, and walk to move safely in a normal office environment.
- The ability to use hands and arms to reach, feel, handle, or grasp items.

**Workplace Details:** Office Location: 890 Newton Bridge Road

Office Hours: 8:00am-4:30pm; in-person

**Professional Development:** We maintain an ongoing and open commitment to professional development and leadership. Staff have opportunities through:

- Feeding America
- Feeding Georgia
- Nonprofit Training Series
- Athens Area Community Foundation and United Way offerings

**Compensation and Benefits:**

- Values driven work environment
- Competitive compensation
- 401(k)/Roth 401(k) with up to 4% match
- Elective Health, Dental, Vision insurance access
- Basic life, short-term, and long-term disability insurance
- 13 paid holidays
- Generous paid time off policy

**Application Details:** Please include a cover letter with your resume.