

# Food Security Programs Coordinator

---

## Position Details

---

### Position Information

<b>Department</b>	Human Svcs Resource Ctr (MSA)
<b>Position Title</b>	Coordinator-Student Program
<b>Job Title</b>	Food Security Programs Coordinator
<b>Appointment Type</b>	Administrative/Professional Faculty
<b>Job Location</b>	Corvallis
<b>Position Appointment Percent</b>	100
<b>Appointment Basis</b>	12
<b>Faculty Status</b>	Regular
<b>Tenure Status</b>	Fixed-Term
<b>Pay Method</b>	Salary
<b>Recommended Full-Time Salary Range</b>	\$36,228 - \$61,560

### Position Summary

The Human Services Resource Center (HSRC) is a student--initiated, student--funded program that assists students with concerns related to daily needs such as hunger and poverty.

The HSRC is seeking a Food Security Programs Coordinator. The Food Security Programs Coordinator is a full-time (1.0 FTE), 12-month, fixed term professional faculty position aligned within the Office of Student Life (OSL) in the Division of Student Affairs. Reappointment is at the discretion of the Dean.

This position will administer all of the HSRC's food security programs, which currently include: a robust campus-based food pantry, outreach to students who may qualify for SNAP (Supplemental Nutrition Assistance Program) benefits, select social media accounts, and the HSRC's cooking workshop series. The Food Security Programs Coordinator will supervise student staff and advise interns and short-term volunteers. The position will be responsible for maintaining both the general safety and food safety of the HSRC Kitchen and HSRC Food Pantry.

This position is part of the HSRC Leadership Team, guiding the strategic direction of the HSRC. The position is charged with building the HSRC's capacity to provide resources, conduct outreach, and offer programming to students focused on food security. The bigger theme of this role is to cultivate a sense of abundance on campus that further connects and enriches our students' experience at Oregon State University and their broader communities, particular in conversations about poverty, classism and economic opportunity.

This position reports to the Asst. Director of the Human Services Resource Center.

### Position Duties

40% SUPERVISION  
Recruit, train, supervise, and evaluate HSRC student staff, student interns and

volunteers who work in the HSRC food-security programs. These programs currently (include the HSRC food pantry, SNAP outreach and cooking classes.

Actively collaborate with student staff members, including but not limited to: administration of services, event planning, outreach, and service learning.

Co-coordinate outreach projects with student staff focused on supporting low income students, and students experiencing poverty, hunger, homelessness, and food insecurity.

Co-develop and facilitate HSRC staff (and intern) trainings, meetings, in-services and other professional development opportunities as needed.

Develop and manage service learning opportunities for student and community interns and volunteers.

Develop a transformative-learning based internship program in partnership with campus academic programs to increase capacity for food security programs.

#### 20% ADMINISTRATIVE TASKS

Manages and supervises the day-to-day food-security operations of the HSRC.

Responsible for contributions to HSRC reports, and budgetary decisions related to food security programs.

Develop, periodically review, and update HSRC plans, policies and protocols for food security programs.

Manage and oversee use and upkeep of commercial kitchen, food pantry and programming spaces in Champinefu Lodge, some of which are shared with the Family Resource Center.

Assess and report on effectiveness of both food security programming and complementary service learning efforts.

#### 15% OUTREACH AND COLLABORATION

Serve as the primary point of contact in managing the HSRC's relationship with Linn Benton Food Share (LBFS). This includes supporting food orders, reporting requirements and delivery coordination.

Support all workshops, programs, and events related to food security, in partnership with Center for Civic Engagement or the HSRC food pantry.

Strengthen pre-existing relationships with community partners, such as Produce for the People and SAGE, to help increase the HSRC's capacity to provide fresh produce to clients.

Serve as the HSRC point of contact for inquiries related to food security programming and/or opportunities to develop new programs/partnerships to further food security at OSU.

Serve as HSRC representative with select groups and committees.

#### 10% CURRICULA DEVELOPMENT AND RESEARCH

Develop and support food security workshops rooted in sound pedagogy and demonstrated student interest and need.

Redevelop HSRC volunteer program to a service learning model. Implement and assess new approach.

Assist with or otherwise embark on research projects about food security and effective basic-needs support interventions to improve student success.

#### 10% COMPLIANCE, SAFETY AND OVERSIGHT

Monitor the use of the Kitchen/Food Pantry facilities and equipment to ensure safety, sanitation, proper use, organization and cleanliness by HSRC students, staff and guests.

Request needed equipment repair and maintenance, and facility cleaning through UHDS or third-party vendors.

Purchase all needed kitchen supplies, minor equipment, etc.

Ensure compliance with LBFS, Benton County Environmental Health, University regulations and best practice, including annual site visit by LBFS.

Explore the prospect of the HSRC becoming a licensed commercial kitchen with campus and community partners.

Ensure food items and produce provided to clients meet food safety guidelines and regulations.

**5% OTHER DUTIES AS ASSIGNED:**

Participate in other tasks, projects, trainings, committee work or task forces as needed or as assigned.

**Minimum/Required Qualifications**

Bachelor’s degree in Public Health, Social Work, Psychology, Sociology, Education, Anthropology, Food/Nutrition or related field.

A demonstrable commitment to promoting and enhancing diversity.

Demonstrated experience working with individuals or organizations with diverse backgrounds, lived experiences, and identities.

Knowledge of social & cultural systems influencing poverty and/or hunger and food insecurity.

Knowledge of food safety regulations.

Excellent written and oral communication skills.

Strong organization and record keeping skills, especially with details.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.

**Preferred (Special) Qualifications**

Master’s degree in Public Health, Social Work, Psychology, Sociology, Anthropology, Education, Food/nutrition, Student Affairs or related field.

Experience supervising or leading groups of volunteers.

Experience working with college students.

Demonstrated commitment to food justice and/or alleviating food insecurity in marginalized populations.

Experience working in the food service industry and a licensed commercial kitchen, ideally in a lead or supervisory role.

Knowledge of Student Development Theory, leadership development, cross-cultural competency, community building, group facilitation, conflict resolution, advising, training, and/or team building.

State of Oregon Serv-Safe Certification.

**Working Conditions / Work Schedule** Some evenings and weekend work required.

**This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.**

No

## Posting Detail Information

**Posting Number** P02817UF

**Number of Vacancies** 1

**Anticipated Appointment Begin Date** 08/01/2019

**Anticipated Appointment End Date**

**Posting Date** 03/12/2019

**Full Consideration Date**

**Closing Date** 04/02/2019

**Indicate how you intend to recruit for this search** Competitive / External - open to ALL qualified applicants

**Special Instructions to Applicants** When applying you will be required to attach the following electronic documents:

- 1) A resume/CV; and
- 2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Tara Sanders at tara.sanders@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Starting salary within the salary range will be commensurate with skills, education, and experience.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

---

## Supplemental Questions

---

Required fields are indicated with an asterisk (\*).

---

## Documents Needed to Apply

---

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None