



Florida Introduces Physical Activity and Nutrition to Youth

Position Title:	Hunger Relief Program Outreach Coordinator
Reports to	Senior Program Manager
Department:	Food and Nutrition Department
Position Type:	Salaried, Exempt – some evening and weekend hours
To apply contact	send resume and cover letter to Kristine at Kperezcarrion@FLIPANY.org

FLIPANY is a 501c (3) non-profit, community-based agency that serves to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities. FLIPANY is proud to service the South Florida Community (Miami-Dade, Broward, and Palm Beach County). Our innovative programs fight childhood obesity and hunger by focusing on healthy food preparation, food security, physical education, and access to food.

Position Summary:

The position is aligned with our mission of providing healthy meals (snacks, suppers, lunches and breakfast) to at-risk children at participating out-of-school programs. The Hunger Relief Coordinator (HRC) is responsible for increasing participation of youth accessing the After-school Meal Program (AMP) and Summer Food Service Program (SFSP) in Miami-Dade, Broward and Monroe County. The HRC provides program outreach and enrollment support to potential centers. The position is responsible for collaborating effectively with Senior Management, as well as community organizations, to innovate approaches that connect the neediest of children to healthy meals.

Hunger Relief Program. Outreach Coordinator responsibilities include, but are not limited to:

- Responsible for upholding compliance of federally and locally funded child nutrition assistance programs.
- Enrolling potential sites, and establishing relationships with partner sites not currently enrolled in a federally-subsidized food program to increase program enrollment.
- Collaborate closely with the Senior Program Manager(s) from all departments to create cohesive plan of action and to maximize sustainable models.
- Serve as a liaison between Florida Impact, Senior Management team, and any new centers transitioning onto the program.
- Develop the implementation plan for replicating our services in Monroe County with guidance from Senior Program Manager
- Develop and implement the novel delivery methods to reach children not currently enrolled in an afterschool or summer program with guidance from Senior Program Manager
- Identify and connect summer meal sites that could transition to year-round meals
- Collaborate with the Development and Communications Department to create outreach materials; disseminate outreach material.
- Actively participate in weekly progress meetings.

- Keep accurate records of contacts and progress made on specific grant deliverables
- Prepare quarterly reports/stories (pictures, quotes, etc.) for grant reports and case studies; create material to inform other sponsors and agencies of lessons learned and potential best practices.
- Prepare and maintain program spreadsheets, including monthly reporting of progress
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members, and volunteers

Key Attributes of a Strong Candidate:

- Experience with project coordination
- Ability and willingness to conduct presentations and workshops to diverse communities
- Ability to accept feedback, remain positive, and make changes accordingly
- Ability and willingness to work evenings and weekends for the purposes of attending community meetings
- Demonstrate excellent verbal and written communication skills
- Comfort in public speaking for diverse audiences
- Willingness to drive to Monroe, Broward, and Miami-Dade Counties.
- Commitment to accuracy and excellence
- Ability to represent FLIPANY in a professional manner in the community
- Creativity in problem resolution and an open-mind to new ideas
- Have knowledge of and existing ties to a broad and diverse range of community resources
- A self-starter who can work independently as well as part of FLIPANY's team
- Ability to be flexible, work under tight deadlines, and work under pressure

Qualifications:

- Master in Public Health Preferred.
- Minimum Bachelor's Degree in social sciences or relevant field of study or minimum 2 years of experience of working in a team environment
- Knowledge of Microsoft Office Products: Word, Excel, Outlook, PowerPoint, etc.
- Proven track record of the above "key attributes"

Benefits: Paid time off, Simple IRA with 3% match after 1-year, (Health insurance is NOT offered)

FLIPANY's mission is to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer