



Position Title:	Program Coordinator. Palm Beach County
Reports to	Program Manager
Department:	Public Assistance
Position Type:	Full time, Exempt

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 Overview:

The Public Assistance Division executes FLIPANY’s food access model, where we provide eligible afterschool programs and summer camps with delicious, nutritious meals at their community location. FLIPANY is an approved meal sponsor for the Afterschool Meal Program (AMP) and the Summer Food Service Program (SFSP), a program federally funded by the United States Department of Agriculture (USDA). The **Program Coordinator** 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 **Program Coordinator** position is responsible for increasing access to AMP and SFSP in Palm Beach County, as well as monitor new and existing sites. The OS is responsible for researching, recruiting and contacting potential centers, supporting centers through the enrollment process, communicating with active sites, tracking required paperwork, training site staff, monitoring sites, visiting sites, and ensuring paperwork requirements. The position is responsible for collaborating effectively with the Division Director, Program Manager, and Procurement Specialist, as well as community organizations, to innovate approaches that connect the neediest of children to healthy meals expanding FLIPANY’s reach in Palm Beach County.

Responsibilities include, but are not limited to:

- Understand and stay current on regulations and guidelines of federally and locally funded child nutrition assistance programs as it pertains to outreach and enrollment.
- Collaborate closely with the Director and Program Manager from all departments to create cohesive plan of action for recruitment and moving sites progressively through stages.
- Researching and collecting information on potential partner sites to recruit from a variety of avenues in Palm Beach County.
- Meeting with site leadership to establish relationships as well as support through the enrollment process.
- Create interest and support sites through the entirety of the enrollment process.
- Work with sites as they complete the varying stages of the enrollment, and collaborate with corresponding internal staff during the progression (i.e., Setting pre-approval visits, submission of paperwork to DOH/USDA, food permit plan reviews.)
- Understand challenges and help to find solutions where necessary. Liaison/coordinate with appropriate staff, internal and external, to help move process forward.
- Attending Plan Reviews alongside site staff when applying for food permits.
- Review paperwork for completeness and provide feedback to sites as to next steps.
- Complete pre-approval visits and/or site training when needed. Coordinate with Program Manager to schedule visits/trainings.
- Identify and connect summer meal sites that could transition to year-round meals.

- Coordinate and complete site visits and reviews to meal sites where snacks and/or meals are delivered.
- Quality control: Evaluate paperwork completed by site staff and provide direct feedback on proper procedures. (Issue technical assistance to site staff)
- Provide (snack only) sites with information about suppers/lunches and determine any barriers to receiving suppers. Work with the FLIPANY team to alleviate barriers.
- Maintain all program materials, inventory, procedures guide and files for site caseload.
- Prepare program spreadsheets and reports as per the direction of the Division Director or Program Manager.
- Attend community meetings as a means of establishing partnerships and disseminating outreach material.
- Visit potential sites as needed to build relationships that progress to partner sites.
- Actively participate in weekly progress meetings.
- Keep accurate records of contacts and progress made on specific department goals and objectives.
- Support PM and Director in writing and collecting narrative/stories (pictures, quotes, etc.) for grant reports and case studies
- Update Salesforce with relevant information on potential leads, opportunities, and stages.
- Collaborate and update Director and Program Manager on work on a continual basis.
- Keep all documents on SharePoint, the Office 365 system. Keep Outlook calendar updated and relevant with meetings, important deadlines, and main projects/tasks being worked on.
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers.
- Other duties as necessary to the division's success.

Key Attributes and Skills of a Strong Candidate:

- Have reliable transportation
- Comfortable driving long distances and for extended periods of time
- Strong organization and time management skills
- Experience with project management and follow through
- 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
- Comfort in public speaking for diverse audiences
- 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
- Good verbal, written, and organizational communication skills are essential
- Exhibit strong flexibility, manage multiple projects simultaneously, and meet tight deadlines
- High level in computer proficiency, including: Microsoft Word, Excel, Outlook, PowerPoint, etc.

Qualifications:

- Bachelor's Degree in social sciences, or relevant field of study preferred; or equivalent work experience
- Minimum 4 years of experience of working in social services and/or federal nutrition program
- Valid Florida Driver's License and access to a reliable vehicle.
- Knowledge of Microsoft Office Products: Word, Excel, Outlook, PowerPoint, etc.
- Proven track record of the above "key attributes"
- Written evidence of Covid-19 immunization from an authorized healthcare provider. (Ex. proof of vaccination card)

FLIPANY reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer

Employee Signature: _____