

## Ohio Association of Foodbanks

<b>Location:</b>	100 East Broad Street, Suite 501, Columbus, OH 43215		
<b>Job Title:</b>	Hunger and Health Coordinator		
<b>Reports to:</b>	Grace Wagner	<b>Title:</b>	Director of Health Initiatives
<b>Starting Salary:</b>	<b>Pay grade:</b> 1	Hours: 40 / week	
	<b>Type of position:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		

### Position Overview

This position directly supports the Hunger and Health initiatives of the Ohio Association of Foodbanks (OAF) by engaging OAF's network of twelve member foodbanks, supporting the expansion and replication of proven nutrition interventions, and working with members to build the capacity of Ohio's hunger relief network and improve access to adequate, wholesome, and nutritious foods. The coordinator will advance the work of the network by providing administrative and program coordination support to initiatives that strengthen partnerships between foodbanks and healthcare systems at both the state and local level. The position requires organization, self-motivation, and strong problem-solving skills. The position will be responsible for communicating complex ideas in a simple, easy to understand way. The coordinator will be willing to learn, adapt and apply new information and skills. The coordinator must have a desire to make a meaningful impact on the lives of individuals and families facing food insecurity.

### Essential Job Functions

- Provide day-to-day support to initiatives such as the Foodbank Champions Team and the Ohio Food is Medicine Collaborative by executing administrative functions, facilitating workgroups, and tracking progress.
- Assist with the expansion and replication of successful models (e.g., food pharmacies, medically tailored groceries) across Ohio's foodbank network.
- Work alongside the director to collect and synthesize program data to demonstrate outcomes, inform policy advocacy, and support sustainable financing strategies.
- With support from the director, provide technical assistance and training to foodbanks to implement nutrition interventions, data collection processes, and evaluation practices.
- Assist leadership in preparing communications, reports, and presentations for funders, healthcare partners, and policymakers.
- Deliver presentations to community members and partners on food insecurity and the connection between health and hunger, in-person & virtually.
- Represent OAF in external coalitions, community convenings, and conversations with healthcare systems.
- Identify opportunities to engage healthcare and community partners in the work of Ohio's foodbank network.
- Work closely with the director to identify opportunities for cross-departmental collaboration.
- Seek and acquire new information and keep up with emerging research related to food insecurity and nutrition interventions.
- Attend work regularly and on time, as attendance and punctuality are essential functions for this position.

### Other Duties and Responsibilities

- Acts as an engaged member of the association staff and contributes to an inclusive, welcoming workplace.
- Participates in staff and team meetings and professional development as needed.
- Identifies new initiatives and best practices within other states for potential adaptation/replication.
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks network and related to its mission, its work, and its roles.
- Assists the director of health initiatives, senior director, strategic initiatives and other staff with other activities as requested.

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<ul style="list-style-type: none"> <li>• Maintains confidentiality and protects sensitive information.</li> <li>• Other duties as assigned.</li> </ul>			
<b>Qualifications and Competencies</b>			
<ul style="list-style-type: none"> <li>• Bachelor's degree in human services, public health, nutrition, social work or related field preferred. Direct experience will be considered in place of education.</li> <li>• Prior experience with partnership development and program coordination and evaluation, preferably in a nonprofit, governmental, or health and human services environment.</li> <li>• Strong organizational and time management skills.</li> <li>• Strong writing skills, with the ability to create clear technical documents such as processes, procedures and evaluations.</li> <li>• Knowledge of healthcare policy, healthcare systems, or Food is Medicine programs strongly preferred.</li> <li>• Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities and deadlines effectively.</li> <li>• Excellent interpersonal skills, and high comfort level working in diverse environments, inclusive of business and government.</li> <li>• Demonstrated interest/experience in working with communities and individuals experiencing food and nutrition insecurity.</li> <li>• Familiar with Microsoft products, including Outlook, Word, and Excel.</li> <li>• Comfortable using websites and online tools (e.g., Zoom) for work tasks.</li> <li>• Willingness to work flexible hours including occasional early mornings, late evenings and weekends as needed.</li> <li>• Willingness to work in a hybrid work environment including at least 3 days in the office per week.</li> </ul>			
<p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p> <p><i>The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.</i></p>			