
Position Announcement
Food Insecurity Outreach Program Administrator

Job Type: Part-time, temporary **Salary:** \$25.00/hour. 15-20 hours/week **Paid:** Bi-Weekly

This position and program is funded through a grant from June 1, 2021 - May 31, 2021 and the continuation of this position and program will be determined by the renewal of the grant.

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

OMEGA CDC VISION

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

OMEGA CDC MISSION

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

POSITION DESCRIPTION:

The Food Insecurity Outreach Program Administrator will manage and coordinate the food insecurity outreach program including but not limited to the following list of essential duties and responsibilities, minimum requirements, travel requirements, and physical demands in this document. Other duties and responsibilities may be assigned based on the needs of the program.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Day to Day management and coordination of the program and staff
2. Support food outreach workers in assessing food insecurities in northwest Dayton and establishing networks of churches, organizations, and agencies that can serve as distribution sites and/or deliver meals for individuals and families.
3. Provide ongoing evaluation of food insecurities and other needs in northwest Dayton
4. Weekly meetings with food outreach workers with daily conversations and updates as needed.
5. Maintain data entry and management of goals set for the food outreach workers and program, daily productivity & mileage reports from outreach workers, weekly and monthly reports that track the distribution of meals, demographics, zip codes, and other needs.
6. Complete monthly statistical reports for demographic data, meals delivered, zip codes, billing reports and quarterly reports
7. Create and maintain alliances with agencies that support mitigation of food insecurities in northwest Dayton, and act as a community liaison by creating positive working relationships with community leaders, partners, and other related organizations.

8. Invite individuals and/or families to discuss other needs they may have, using a standard needs assessment form provided by Omega CDC serving as a conduit between these families and the Omega CDC.
9. Ensure all necessary equipment is available for the program
10. Attend community outreach events, fairs, and forums, as needed.
11. Represent Omega CDC in a kind and effective manner to our neighbors.
12. Completes all other duties as assigned within the scope of skills and abilities

MINIMUM REQUIREMENTS:

- Excellent technology skills: Including a mobile phone, zoom, google drive (email, docs, sheets, forms) and ability to quickly learn and master in-house computer programs and/or new software.
- Knowledge of community resources and services
- Excellent organizational, teamwork and relationship building skills
- Must be compassionate, empathetic, and care about others. Be respectful and non-judgmental about others' situations at all times.
- Engaging personality with the ability to easily relate to strangers and build rapport.
- Ability to work effectively with team members and community partners with demonstrated ability to clearly, concisely and effectively communicate orally and in writing.
- Must have exceptional organizational skills and experience coordinating programs/services that are community-based, public relations, problem-solving and electronic data processing.
- Ability to prioritize, meet deadlines and produce results in a fast-paced environment
- Ability to train or teach others with clarity, flexibility, and organization.
- Able to research and coordinate resources, as well as analyze and interpret demographic, geographic and other relevant data sets as it relates to the Omega CDC service area and network of partner agencies.
- Critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to manage, supervise and deliver results on multiple projects and activities

TRAVEL REQUIREMENTS:

- Driver's license, insurance, and operational vehicle are required
- Regular travel to partner agencies and areas where services are being provided
- Mileage will be reimbursed at the federal rate

PHYSICAL DEMANDS:

- While performing duties of this job, the employee may be required to do the following when working in the office, picking up or delivering meals.
- Ability to lift and maneuver 25-35 pounds
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, clients, or partner agencies
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor, or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.

This position description is not all-inclusive. Responsibilities may change from time to time.

ACCEPTING APPLICATIONS UNTIL JUNE 25, 2021.