



SLO **FOOD BANK**

County Partnership for Hunger Relief

Position Title: Health Equity Project Manager
Reports to: Community Programs Director
Job Classification: Part-time, Non-Exempt

Summary:

The Health Equity Project Manager (HEPM) reports to the Community Programs Director (CPD) and will lead the COVID-19 Health Equity Pilot Project at the SLO Food Bank. This position and project are funded by the California Department of Public Health. The HEPM will design and lead a countywide needs assessment which will incorporate multiple data collection and analysis strategies to investigate the social determinants of health and underlying inequities of communities experiencing disproportionate health risks and their associated impacts as they relate to food access in San Luis Obispo County. To improve health within these priority populations, the HEPM will work to uncover systemic inequities, identifying unmet needs and ways to reduce institutional barriers to food access, including increasing enrollment in CalFresh and other benefits programs. As a result of the project the HEPM will produce a comprehensive report and recommendations that will be used to adapt programs, policies, and procedures to direct food resources where they are most needed and to reduce food insecurity while improving nutrition for SLO County residents. This position is grant funded for approximately 15 months and is anticipated to end in November of 2022.

Principal Duties & Responsibilities

The principal duties and responsibilities of this position include:

- Establish and maintain healthy, proactive relationships with all staff and partners to facilitate an inclusive culture, effective communication and solution-focused collaboration.
- Research, analyze, recommend, plan, coordinate and direct all activities associated with the COVID-19 Health Equity Pilot Project at the SLO Food Bank.
- Function as the primary resource at the SLO Food Bank for information and messaging around COVID-19 Health Equity Pilot Project at the SLO Food Bank.
- Work closely with SLO Food Bank staff, Promotores Collaborative of SLO County, Food Bank Agency Partners, project evaluator, and community partners to develop strategies designed to uncover and address systemic inequities, identify unmet needs, and reduce institutional barriers to food access.



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- Identify and coordinate methods to receive input from community members facing food insecurity including: gathering community input via surveys of priority populations, coordinating meetings with residents and community agencies, and facilitating interviews of community leaders in diverse communities.
- Provide excellent customer service and manage communications with community partners in a timely and professional manner.
- Collect, track and analyze data; participate in evaluating the effectiveness of project materials and methods. Maintain current records and provide regular reports on project and grant activities, including monthly status and forecast reports and other reports as requested.
- Develop recommendations for populations and geographies to target and for solutions to system barriers. Present recommendations to community agencies and policymakers.
- Support public and non-public agencies in adopting recommended policies and procedures, including providing technical assistance and acknowledging equity outcomes in local media. Implement internal Food Bank recommendations.
- Recruit, hire and supervise temporary project-related support staff.
- Serve as a spokesperson for the Food Bank, in conjunction with the CEO and other senior management.
- Ensure timelines are met for achievement of project goals and grant requirements.
- Serve as a member of the Food Bank Programs Team to create an inclusive, welcoming, collaborative, positive work environment focused on our common mission to serve the hungry and strive to end hunger in SLO County.

Qualifications:

An applicant will have the following qualifications:

- Passion for SLO Food Bank Mission.
- Strong desire to compassionately serve struggling members of our community.
- Demonstrated proficiency at teamwork and collaboration.
- Ability to effectively lead and motivate staff.
- Sound project management experience.
- Survey development and data analysis skills.
- Excellent presentation skills and ability to present complex information to staff, executive management, and the Board of Directors.
- Outstanding skills in public speaking, written and oral communications and interpersonal relations.
- Bilingual Spanish-speaking skills are highly desired.



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- A good listener who actively seeks opinions of others to make informed decisions; consultative; able to inspire confidence and trust.
- Ability to work effectively with others to resolve conflicts and build consensus.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Excellent decision making and organizational skills.
- Exceptional internal and external customer service skills.
- Proficient computer skills and experience with general office programs including the Microsoft 365 Suite.
- Proven ability to make decisions, allocate resources, and prioritize project objectives.
- Ability to pay continual attention to detail and accuracy when composing and proofing written materials.
- Ability to handle confidential information with a high level of discretion.
- Strong emotional intelligence to be able to handle pressure and to respond to needs of others under pressure.
- High level of interpersonal skills and knowledge of how to work effectively and professionally with both co-workers and external supporters and clients.

Distinguishing Characteristics

- **Teamwork:** Contributes harmoniously as member of the Food Bank team.
- **Compassion:** Genuinely cares about provide caring services to people in need. Is kind to all.
- **Embraces Diversity:** Gives respect to all people at all times without exception.
- **Hard Working:** Is a self-starter, completes tasks, and is dependable.

Requirements:

- 18 years of age or older.
- Bachelor's degree or at least five years of relevant experience.
- Must possess a valid California Driver's License.
- Must have a reliable vehicle, clean driving record, and proof of insurance.
- Must be willing to travel throughout San Luis Obispo County.

Salary Range:

\$28.00-\$32.00 per hour depending on qualifications, plus benefits.



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Work Conditions and Physical Demands

Work conditions and physical demands may include:

- The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 25 pounds.
- Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
- Long term standing, walking and kneeling required.
- Extended periods of time operating a computer.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.