

Program Associate | Double Up Food Bucks

Job Description



Fair Food Network is founded on the belief that vibrant local food systems can create health and economic opportunity for all. A national nonprofit, we work with a diverse network of partners and pioneer solutions that support farmers, strengthen local economies, and increase access to healthy food—especially in our most underserved communities. We also serve as a network for the good food movement, bringing people together to generate ideas, share resources, and promote policy change.

Fair Food Network’s signature program Double Up Food Bucks doubles the value of federal nutrition (SNAP) benefits spent at participating farmers markets and grocery stores, helping people bring home more healthy fruits and vegetables while supporting local farmers.

We are seeking a dedicated and experienced Program Associate to support program growth in Michigan and beyond. This position will be responsible for data management and reporting and will provide general support to the Double Up Food Bucks program team. This role will require flexibility and coordination of multiple projects and competing priorities in a fast-paced and dynamic nonprofit work environment.

The Program Associate will report to the Michigan-based Double Up Food Bucks Program Director.

Specific Responsibilities

- **Data Management and Reporting**
 - Develop and maintain databases/data systems
 - Prepare and summarize information for presentations and reports
 - Filter and “clean” program data for analysis
 - Generate reports, interpret data trends and results
 - Manage Qualtrics software system and provide technical assistance to staff and survey respondents

- **Programmatic Support**
 - Write programmatic portions of grant reports and proposals
 - Facilitate regular disbursement and monitoring of grant funds to participating sites
 - Manage the granting process with implementing sites and external contractors according to established fiscal and reporting procedures
 - Manage external relationships with farmers to provide technical assistance for implementation of electronic pilots and farm stand program as appropriate
 - Share best practices with national partners via toolkit development and technical assistance as appropriate
 - Develop external facing communications for dissemination to diverse stakeholders including funders, partners, SNAP recipients, policy-makers, and general public
 - Advance the development of scalable and secure incentive funds disbursement models
 - Maintain a calendar and meeting agendas for the team
 - Coordinate travel arrangements, including airline and hotel reservations, expense reports, registration for meetings and conferences, and dining reservations as needed
 - Various other duties as assigned

Required Skills

- **Data Skills**
 - Proven knowledge and experience in the compilation and analysis of large volumes of data including the use of advanced formulas, dashboard development, and Pivot tables in Excel or other statistical packages (eg. SPSS, SAS)
 - Meticulous attention to detail, accuracy, and follow through
 - Ability to present findings in a meaningful and non-technical way to stakeholders

- **General Skills**
 - College degree in public health, business, computer science, finance, statistics, or relevant field or equivalent work experience and minimum two years of professional experience. Food systems or food-business related operations, or work in the nonprofit sector is a plus
 - Demonstrated project management and organizational skills
 - Polished written and verbal communication skills
 - Strong analytical and problem solving skills
 - Ability to manage complex projects with considerable independence and meet ambitious deadlines
 - Experience working collaboratively with diverse constituency groups and colleagues
 - Ability to occasionally work outside core hours to accommodate and support the organization's work as needed

How to Apply

If interested, please send one document which includes: a resume, cover letter, references, and two professional work samples to jobs@fairfoodnetwork.org with the subject line "Application: Double Up Program Associate."

Applications due March 31, 2016.

Fair Food Network is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse community that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.

Classification: Full-time, non-exempt

Compensation: Commensurate with experience; benefits included; \$35,000-\$40,000