



Employment Description: Bilingual Participant Coordinator BPC March 2022

Full Time, 32 hours/week, \$20/ hr Thursday to Sunday

\$25/day hazard stipend for in-person activities throughout pandemic *

The BPC can complete most responsibilities digitally but must complete some in-person responsibilities. Currently, the BPC is expected to spend approximately 1 of 10 workdays completing in-person coordination responsibilities. For in-person coordination, including food redistribution shifts, donor and maintenance team coordination, the BPC will receive a hazard pay stipend. In-person coordination requirements may increase when COVID-19 risk is relatively low (e.g. when outdoor gatherings are possible, when transmission rates are low, post-pandemic).

Job Description: The Bilingual Participant Coordinator (BPC) is responsible for coordinating and building relationships with a few groups of key stakeholders: 1) No Cost Grocery Program (NCGP) Coordinators and Participants and 2) Recipient Agencies. This coordination and relationship building happens in collaboration with other members of the Programs Team. Specifically, the BPC:

- 1) Supports and collaborates with the Community Outreach Manager (COM) in day-to-day coordination, relationship-building, data collection and evaluation, and strategizing. The BPC and COM will co-develop the specific support tasks and division between relationships and coordination. This work supports operations and relationships facing No Cost Grocery Programs and Recipient Agencies. These are the resident leaders who coordinate food distribution programming and the people who use NCGPs. See "Recipient Partner Coordination and Support" below.
- 2) Supports and collaborates with the Distribution Coordinator in day-to-day (Th-Sun) coordination, relationship-building, data collection and evaluation, and strategizing.

The BPC is a key staff member who helps the organization meet its strategic programmatic and organizational goals aligned with organizational principles and values. They work to 1) improve access to healthy, culturally appropriate food. 2) coordinate food delivery that meets program participant needs and food donor needs 3) support the health and wellbeing of the complex food distribution system through collaboration, collective problem-solving, and shared leadership.

I. Recipient Partner Coordination and Support 65%

1. Collaborate with our Community Outreach Manager on day-to-day coordination and relationship-building activities with NCGP Coordinators, NCGP Participants, and Recipient Agencies. Thursday to Sunday.

2. Carry out weekly checks with the GPCs in the communities, or more frequently, if needed, as determined by the BPC and COM.
3. Gather resources, update and distribute/communicate the list of resources such as flyers or different kinds of relevant and updated information in English and Spanish.
4. Collaborate with our Community Outreach Manager on **special projects**, including outreach efforts, participant-centered workshops for program improvements, informal feedback sessions, survey collection, and events for NCGPs.
5. Maintain **detailed records of program data** related to NCGPs and Recipient Agencies. This includes, for example, maintaining demographic data for internal and external use and collating delivery data for internal and external use. The COM and BPC will co-develop goals for data in coordination and collaboration with the Program Director (PD), who manages evaluation and writes grants. Tasks include coding data, writing reports, and co-developing and refining systems of data collection and reporting.
6. Collaborate with NCGP Coordinators and COM to support their programs, as requested by NCGPs.
7. Collaborate with community members and organization representatives who play an essential role in food distribution. This might include representatives from the agencies that house No Cost Grocery Programs, academics collaborating on research projects, or community volunteers leading a community meal at an NCGP.

III. Miscellaneous and Staff Support (35%)

- 1) Regular Meetings: The BPC will have regular supervision or check-ins with the Community Outreach Manager to discuss tasks, goals, progress, and needed support. The COM and BPC will collaboratively decide how the BPC supports the COM and NCGPs.
- 2) The BPC will participate and contribute to weekly program team meetings and join staff meetings as they are able.
- 3) The BPC is responsible for running shifts occasionally and infrequently (maximum one shift or two hours per week). See “Qualifications Needed” below.

Qualifications Needed:

- The BPC is responsible for collaborating and building relationships with a variety of communities. They commit to BFR’s [mission, values, principles](#), shared leadership and problem-solving, and earnest participation in organization-wide efforts to reflect on the dominant white [culture in the workplace and move towards something different](#).
- The BPC is responsible for running food delivery shifts occasionally. There are physical demands associated with running shifts. This includes standing and bending to sort donations, lifting and walking with boxes up to 50 pounds, lifting boxes (less than 50 lbs) over your head, and by choice, biking with a trailer. Shifts happen in cold, rain, snow, and heat. Accommodations are available for staff who cannot complete some or any of the physical demands of running shifts.
- The BPC must have a valid driver's license (or obtain one within 60 days of employment) and reliable transportation. Accommodations are available to help obtain a driver’s licence and reliable transportation.

- Preference is given to current BFR employees who are a good fit for the position. Preference is given to candidates who are bilingual in English and Spanish. Access to a car is preferred.

Benefits:

- Health Care Stipend at \$100 / month
- Health Savings Account if on high-deductible insurance plan
- RTD Ecopass
- Ego Carshare membership for work-related car needs
- Fuel and mileage reimbursement
- Laptop computer during employment
- Personal cell phone payment package
- At-home internet support throughout the pandemic
- Remote working and semi-flexible schedule
- Professional Development Funding
- Paid time off tiered according to time at BFR and paid Holidays