



Food Access Research Coordinator

Feed. Engage. Strengthen. Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees and volunteers work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

What you'll do:

We need a leader who will lead a gap analysis through research and an assessment of our current TEFAP sites. The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. USDA provides 100% American-grown USDA Foods and administrative funds to states to operate TEFAP. This position will partner with WVU's Food Justice Lab to gather relevant data on expanding the use of TEFAP resources into our most remote, rural and low-income areas through our member agency partners who assist us in providing the program. You'll be a staff member in the Information Systems – Supply Chain Department where you'll be committed to pursuing initiatives that provide deeper insight about the people Mountaineer Food Bank serves, inform our strategic choices, and unearth insights that spur greater action, resulting in progress towards ending hunger. To do this, Mountaineer Food Bank needs data, assessments, and a plan to serve people and communities more effectively. That's where you come in.

Here are examples of what you'll be doing everyday:

- Prepare a complete assessment and gap analysis of TEFAP agency sites with underserved populations and communities in West Virginia.
- Partner with WVU and the Food Justice Lab to conduct Nourishing Networks sessions at identified underserved communities. *Nourishing Networks is a training program that provides participants data, analysis, facilitated meetings and technical support to develop county-level food action teams.*
- Complete the development and implementation of an online library of learning modules regarding TEFAP regulations, food safety, civil rights and other relevant learning tools for TEFAP agencies.
- Identify areas for new TEFAP agencies based on the assessment and gap analysis.



- Develop and implement a mobile application for TEFAP record keeping processes that can be used by MFB and TEFAP agencies.
- Shadowing and learning from the Agency Relations Departments to better understand the needs and capacities of those who will be implementing TEFAP with those we serve
- Confidently pursuing innovative and creative strategies when problems arise
- Staying up to date on TEFAP resources, by researching, reading, attending webinars, and communicating with other food banks around the country who are implementing TEFAP

And then there's you....

- Passionate about Mountaineer Food Bank's vision, mission, and values.
- Effective, friendly, and an engaging communicator or educator
- Confident and creative problem solver who stays one step ahead of the problem at hand
- Whether you're on the 'front-lines' directly working alongside agencies or you're in the office developing a practical research-based assessment plan – both are invigorating for you
- Juggling several moving pieces of a multi-year project doesn't intimidate or scare you
- A two year full-time contractual role is a good fit for you; while MFB will do its best to find a fit for you if you'd like to stay at the food bank afterwards, there is no guarantee of employment after the contract ends
- Learning is fun and comes naturally to you – whether it's a new research methodology, putting names to faces (we have over 400+ agencies), or a new skill (like change management!)
- A true believer. You want to change the world and help West Virginia! You are hopeful and helpful and ready to keep your boots on the ground and eye on the prize.

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia. Contract salary is \$45,000 annually, plus generous benefits package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off. Hybrid or a fully remote option is possible for the right candidate. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by **July 16th**.

Feel free to call or direct any questions about this opportunity to Chief Information Officer, Kayla Wright at kwright@mountaineerfoodbank.org or 304-364-5518. We look forward to talking with you!