



### Job Description

<b>Job Description Title:</b>	LFPA Coordinator	<b>Primary Supervisor(s):</b>	Chief Information Officer
<b>Location:</b>	Flatwoods Office Facility (Up to 50% Remote)	<b>Travel Required:</b>	Intermittent
<b>FLSA Classification:</b>	Non-Exempt – Hourly; 2 year contract	<b>Position Status (FT, PT, etc.):</b>	Part-Time 28 hours/week
<b>General Workday/Week:</b>	Monday – Friday 7:00-5:00 (Up to 4 days); occasional evenings	<b>Physical Demands:</b>	Sedentary
<b>Required Education and Experience:</b>	Preferred - associate's degree in Management, Social Services, Business, Agriculture, Communications, or related fields (More education or experience may add to qualifications)	<b>Performance Expectations:</b>	Optional

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling		X		
Driving			X	

This position is described as **sedentary** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 50 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lit, heated/air conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic and phone conversations.

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems



**Position Summary:**

The LFPA Coordinator will purchase domestic food from local and socially disadvantaged producers, increase the distribution of domestic food into rural, remote or underserved communities, and collect, analyze, and share data to guide decisions in improving supply chain resiliency. The LFPA Coordinator will be a staff member in the Information Systems – Supply Chain Department. *This position is funded as part of the Local Food Purchase Assistance Cooperative Agreement Program (LFPA), a partnership with the West Virginia Department of Agriculture.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Partner with West Virginia Department of Agriculture, WV Food and Farm Coalition, WV Farmer’s Market Association and WVU Extension
- Develop active relationships with local producers
- Pre-season planning with local producers
- Purchase domestic food - targeting local, regional, and socially disadvantaged farmers/producers
- Facilitate the development of ‘outside the box’ partnerships alongside MFB staff
- Develop tracking spreadsheet for quantities, producers sourced, and products
- Support the identification of communities not currently being served through the traditional food distribution networks based on data findings
- Support the process of collecting, analyzing, compiling, and sharing data
- Field any communications or questions relating to the LFPA program both internally and externally
- Coordinate and communicate regularly with MFB’s Local Food Coordinator
- Research how other food banks are implementing similar programs
- Other duties as assigned



**Job Competencies:**

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values
- Possesses a strong work ethic with orientation toward accountability, accuracy, and continuous improvement
- Ability to organize and provide educational presentations about LFPA to potential local producers and/or partners
- Proficient with technology, software, and Microsoft Suites
- Depth of agricultural knowledge
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, producers, partners, etc.)
- Skilled at managing multiple leads
- Ability to anticipate and meet deadlines as required
- Ability to think creatively and with strategic vision; Skilled in out-of-the-box thinking and developing new strategies
- Demonstrates strong leadership skills
- Demonstrates motivation and initiative
- Has the ability to solve complex problems

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