Job Title: Manager of SNAP and Healing Foods
Type: Exempt, Full Time, Salaried Position (40 hours per week)
Start Date: January 1, 2022
Hours: 40 hours per week with weekend availability, specifically Sundays for food delivery
Rate: $40,000. Plus full health and dental benefits, paid sick and vacation days.
Supervision: Data Activist and Systems Manager

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on food growing, education, sovereignty and justice. We grow high quality, organic food which supports fair wages for our farmers and is distributed through CSA shares, sliding scale sales at farm stands and donations to a variety of non-profit partners. The mission of FLF is to create greater equity across our food system on the Front Range of Colorado. We specifically seek to support and create greater leadership and access for women and people of color in our food systems. We achieve these goals through growing food, listening, educating, honoring land and ancestors, policy initiatives, and direct action.

Role: Management of SNAP team including planning, budgeting and executing enrollment with a focus on increasing SNAP enrollment year over year. Encouraging other farmers to add SNAP benefits to their programming through outreach and presentations. Continuing and growing Healing Foods programming through continued partnerships and new relationships with community groups. Monitoring and reporting on both programs with Data Activist and Systems Manager.

POSITION RESPONSIBILITIES
The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

SNAP PROGRAM

SNAP application services: Assist community members with SNAP applications and maintain an outreach team who is trained and follows correct protocol in assisting with SNAP applications (training provided through Hunger Free Colorado). Develop outreach program to identify new outreach locations and partners and improve the quality of assistance clients receive.

SNAP & WIC Customers: During the on-season this position will work with Head Farmer to administer the Farm to WIC CSA program and to enroll new SNAP customers in yearly CSA. This position is responsible for processing EBT payments and recording data related to payments and food distribution.

www.frontlinefarming.org
Local Farmer SNAP Assistance: Develop and execute an education program to educate farmers on the benefits and process for adding SNAP enrollees and how to accept EBT payments at your farmstand or CSA. Work with Mile High Farmers and Black and Brown Growers. Present at Food Summit and other Colorado-based agricultural conferences.

HEALING FOODS PROGRAM

Program implementation: Work with the Executive Director and other staff to take over day-to-day operations including but not limited to Sunday Free Food Grocery deliveries, weekly farmed produce donations, data entry, and relationship development with current and future organizations. Required driving between donation pick-up and drop off sites.

OTHER WORK

Farm Work: Support in farm work during season April - October estimate 12 hours per week.

Planning and budgeting: This position is responsible for strategically growing the programs under their management with a focus on increasing assistance and partnership in Black, Latinx and Indigenous communities. This position will assist with grant writing and identify funding opportunities for the program. Maintain relations with current and future partner orgs.

POSITION QUALIFICATIONS & SKILLS

- 2-years experience with team or project management
- Outgoing personality and exceptional customer service skills
- High computer competency with data management and learning new software
- Ability to community clearly and respectfully both in-person and in writing
- Active drivers license, clean driving record, and personal transportation
- Passion for food justice, racial justice work and FrontLine Farming’s mission
- Previous knowledge of government benefits, preferred
- Bilingual in Spanish and English, preferred

HOW TO APPLY:
Submit your resume and a cover letter to jessica@frontlinefarming.org
Position will remain open until filled.