Title: Comida (Food Access) Program Director
Department: Social Service
Reports to: Director of Social Service

JOB SUMMARY
The COMIDA Program Coordinator role is to manage and grow Los Sures’ food access programming and urban farming initiatives.

DUTIES AND RESPONSIBILITY
- Oversee Emergency Food Pantry distributions and operations;
- Ensure Maintenance of Emergency Food Pantry database through Plentiful;
- Ensure monthly People Served Reports are prepared and submitted to Feednyc.org;
- Ensure food is ordered on a weekly basis from a variety of funding sources including but not limited to Food Bank, Community Food Connection, Nourish, etc.
- Submit weekly & monthly Nourish reports
- Ensure Emergency Food Pantry adheres to Food Bank for New York City guidelines;
- Oversee & coordinate the Hydroponic Farm operation & activities;
- Maintain Farm records including yield & crop rotation;
- Supervise and coordinate AmeriCorps & volunteers;
- Supervise staff including but not limited to: the p/t Comida Gardener who oversees the Chicken project and p/t Comida Driver
- Develop strategic partnerships that will further the goals of COMIDA and promote food justice activities within the community;
- Seek out new food source partners & food access opportunities;
- Collaborate on fund development opportunities for COMIDA;
- Work with the Director of Social Services to track of COMIDA spending and program budgets;
- Coordinate educational tours for schools and other community members;
- Promote community & organizational engagement in Los Sures food access and urban farming activities;
- Work as an integral part of the Social Services team,
- Perform other duties as assigned.

Qualifications:
- Bachelor’s Degree required;
- Fluency in Spanish preferred; Driver’s License preferred
- Experience and interest in urban farming preferred;
- Understanding of food systems & a commitment to principles of food justice required;
- Strong organizational, time management, and communication skills required;
- Supervisory/Managerial Experience required; Knowledge of food access resources required.

Send Resume & Cover Letter to: Guadalupe Rivera, Email: GRivera@lossures.org