



# Southside United H.D.F.C. – Los Sures®

*Developing and Preserving a Sustainable Community Since 1972*

**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](mailto:GRivera@lossures.org)

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