



Food for Health Program Coordinator Job Description Wholesome Wave Georgia (Atlanta, GA)

ORGANIZATION OVERVIEW

Founded in 2009, Wholesome Wave Georgia (“WWG”) believes that all Georgians should have access to fresh, healthy, locally-grown food choices.

Over 1.4 million Georgians are considered food insecure and receive federal nutrition assistance including SNAP benefits. The high cost and low accessibility of fresh foods leave these households with limited options to feed their families. Food insecurity is linked to poverty, obesity, and other diet-related illnesses. The effect of food insecurity on America’s families is evident: approximately 65% of adults and 34% of children (ages 2 to 19) are overweight or obese.

Wholesome Wave Georgia encourages us to rethink the cost, accessibility, and affordability of fresh, nutritious foods in our state. Our mission is to increase access to and awareness of healthy food choices for all Georgians in need through local farmers and community partners.

We work towards our mission through our core programs: Fresh for Less, Food For Health, and SNAP Connection.

Our Food for Health program was the Southeast’s first produce prescription program to use healthy, locally grown food to help treat diet-related illnesses such as hypertension and diabetes.

- WWG’s Food for Health program works with small, community-based clinics to expose program participants to education on how to prepare healthy, locally grown food, where to shop for healthy, locally grown food, and how to continue healthy eating practices beyond the program.
- WWG’s Food for Health program strives to be a robust program within Wholesome Wave Georgia with partner sites around the state of Georgia. Currently, there are three partner sites in Athens, Atlanta, and Augusta.

ORGANIZATION CORE VALUES

At Wholesome Wave Georgia, we are rooted in our core values. Our core values are the guiding principles for our team, our programs, and how we impact the communities we serve.

- **Local:** We tailor our food assistance efforts to serve the unique populations and economic needs of urban and rural communities across Georgia by strengthening and uplifting local farmers, small businesses, and local food systems.
- **Committed:** We are dedicated to showing up for our partners, having a consistent presence in our communities, and following through with program plans and projects.

- **Collaborative:** We depend on each other and our community to fight food insecurity and support local agriculture in Georgia.
- **Accountable:** We remain accountable both individually and as an organization to uphold our mission and vision with the utmost transparency.
- **Inclusive:** We design food assistance programs and processes with equity and dignity for everyone and are proud to be representative of the neighbors, families, and communities we serve.
- **Love:** We show love for one another and people in our communities through active listening and by being trustworthy, empathetic, and compassionate. Love is the foundation of our work.

POSITION OVERVIEW

Reporting to Wholesome Wave Georgia’s Food for Health Program Manager, the Food for Health Program Coordinator assists with a) the planning and implementation of Food for Health program sites and b) supports the data collection and management across programs. They are responsible for coordinating Food for Health program planning activities and documents, supporting the management of relationships with community partners, and performing administrative tasks to support program effectiveness and efficiency. The ideal candidate will be passionate about using robust data management skills to measure the impact and support the growth of WWG’s innovative programs. This is a dynamic role including activities such as:

- Collaborate with community partners to draft site plans and support survey distribution and data collection.
- Organize and manage program data in Salesforce & Google Drive.
- Enter survey responses and related data for analysis by a third-party evaluator.
- Ensure all program practices and procedures are followed by community partner sites.
- Support relationships with community partners by assisting with trainings and organizing and attending outreach events.
- Provide regular updates for ongoing reports, trainings, and program activities.
- Working collaboratively with the analysis team to draw meaning from the data collected.
- Provide remote and in-person public benefits assistance to new and existing program participants under the SNAP Connection program and track individual caseloads on Salesforce.
- Work collaboratively with the whole team to uphold WWG’s mission, values, and goals.

POSITION QUALIFICATIONS

- Bachelor’s degree or equivalent work experience in a human services field such as social work, public health, sociology, computer science, business administration, non-profit management, or a related field.
- High level of skill using Google G Suite products and Microsoft Office Excel.
- Experience using customer relationship databases preferred, Salesforce in particular.
- A dedication to local food work and a passion for community health.

POSITION COMPENSATION, TIME, AND CLASSIFICATION

- The position is full-time, exempt at 40 hours per week.

- This position includes an attractive benefits package including comprehensive health insurance (medical, dental, vision, life), short-term disability insurance, a 401(k) retirement savings plan, and 10 paid time off days in addition to 2 weeks of office closure at year-end.
- This is a grant-funded position at \$50,000.
- While remote, candidates must reside in the state of Georgia and be able to commute to the Atlanta-based Wholesome Wave Georgia office when needed. Additional local travel may be required.
- The anticipated start date for this position is **Monday, February 19, 2024**.

DIVERSE CANDIDATES ARE ENCOURAGED TO APPLY

The Wholesome Wave Georgia community is made up of leaders representing many different racial, socio-economic, gender, and other identities. Being inclusive is a Wholesome Wave Georgia core value and lends us strength in supporting the communities we serve across Georgia.

HOW TO APPLY

Please email your resume and cover letter outlining your background, experience, and interest to Abigail Darwin, Food for Health Program Manager, at abigail@wholesomewavegeorgia.org.

Applications will be reviewed on a rolling basis until **11:59 PM on Friday, December 8, 2023**. Please use the subject line “Food for Health Program Coordinator.”