

TEFAP Coordinator

Tri-State Food Bank, Inc.

Classification: Full time, exempt
Department: Programs
Reports To: Programs & Agency Relations Manager
Hours: 40 hours/week, M-F, 7:45am to 4:30pm
Compensation: \$19.00/hour

Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 17 paid holidays, and PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is a 90-day waiting period for medical, dental, vision, life insurance and holiday pay; and a 180-day waiting period for IRA contribution and PTO

SUMMARY:

The TEFAP Coordinator is responsible for all administrative aspects of The Emergency Food Assistance Program (TEFAP) for our 33- county service area throughout Indiana, Illinois and Kentucky.

DUTIES and RESPONSIBILITIES

- Become the TSFB expert on all aspects of the TEFAP programs, including all policies, procedures and regulatory guidance applicable to program implementation, product distribution and reporting.
- Manage the administrative aspects of The Emergency Food Assistance Program (TEFAP) for compliance with USDA in Indiana, Illinois and Kentucky which includes the following:
 - Serve as the point of contact for state government agencies.
 - Manage contract renewals with participating TEFAP sites.
 - Distribute updated documentation/communications to TEFAP sites as necessary.
 - Work with other TSFB staff to ensure programs are compliant.
 - Prepare monthly commodity allocations.
 - Prepare and submit monthly Numbers Served reports.
 - Provide annual TEFAP and Civil Rights Training to TEFAP sites.
 - Determine need for new sites.
 - Train new sites and new site personnel on program requirements, submission of required monthly data and reports, and food safety.
 - Conduct site visits to monitor and report for program compliance as required by state contracts.
 - Attend trainings/conferences as necessary.
 - Attend meetings with State Agencies.
 - Assist with financial and state audits.
- Work occasional Saturday Volunteer Blitzes and annual food drives along with other TSFB staff.
- Oversee additional projects as they relate to the TEFAP program.
- Perform other relevant duties as assigned.
- Work with operations team to ensure accurate TEFAP inventory.

SKILLS & OTHER REQUIREMENTS

- A minimum of a high school diploma or GED. Bachelor's degree preferred.
- Excellent communication, customer service, and interpersonal skills.
- Ability to prioritize and organize tasks, meet deadlines, problem solve, and, multitask effectively.
- Proficient in Microsoft Office, including Excel, Word, Access, and PowerPoint.
- Ability to work well independently and in a team environment.
- A deep commitment to the mission of Tri-State Food Bank.
- Resiliency to adapt to the changing needs of hunger solutions and community partners.
- Ability to work flexible hours, as needed, occasionally outside the regular business hours for monitoring's, special events, and fundraising efforts.
- Ability to travel throughout the Food Bank's service areas as needed. Travel is required!
- Must have a valid driver's license, carry insurance on personal vehicles, and be insurable by Tri-State Food Bank

To apply: Send cover letter and resume to: TEFAP Coordinator Search, Tri-State Food Bank, 2504 Lynch Rd., Evansville, IN 47711, Attn: Trish Cook or via email at tcook@tristatefoodbank.org.