Agency: Texas Hunger Initiative

Job Title: **Food Planning Association Coordinator**

Description:
- Develop relationships with local organizations: non-profits, corporations, government ag
compile list of these organizations
- Follow the given steps to develop an FPA in assigned communities
- Work with FPA to complete Community Food Security Assessment in assigned local are
- Coordinate FPA steering and task committee meetings
- Complete all administrative tasks related to FPA meetings, which include, but are not lim
up with tasks and conversation, taking meeting minutes, scheduling meetings, and assignir
to FPA members.
- Collect steering and task committee reports
- Compile reports from group meetings
- Coordinate local FPA volunteers
- Bi-weekly check-in with THI Field Director
- Compile weekly report
- Attend/call-in to weekly staff meeting
- Complete other special tasks as assigned
- 37.5 hours/week

Location: McAllen, Tx

Salary Range: To be determined by AmeriCorps

Qualifications:
- Must be a U.S. citizen, U.S. national, or lawful permanent resident.
- A college degree or at least three years of work experience are required.
- The VISTA member will need to be team-oriented, have self-initiative and be willing to t
range of challenges.
- Strong interpersonal skills, the ability to work with a variety of personalities.
- Flexibility to changing and evolving plans, organizational skills, proficiency in electronic
- Proficiency in Microsoft Office applications including Word, Outlook, Excel, and Power
- Members must commit to serving full-time for an entire year.

Link: http://www.baylor.edu/texashunger/index.php?id=90103

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Closing Date: Open until filled