

## Job Posting – Four Square Community Action – Food Distribution Coordinator Andrews Office, 61 Milton Mashburn Dr. Andrews NC

Four Square is a non-profit organization that serves four county region – Cherokee, Clay, Graham, and Swain counties and oversees multiple low-income support programs. We are a team-centered workplace that our supports our community and values our employees.

- This 32 hours per week position is responsible for operationalizing food distribution services day to day, general clerical and administrative support to programs may be included. Position will report to Executive Director.
- This position is responsible for operationalizing food distribution, food supply inventory management to ensure food deliveries are completed in a timely and orderly manner.
- Pay range \$13 - \$15 hour commensurate with level of experience
- Prorated benefits – including health, dental, and vision insurance, retirement savings account, paid holidays and vacation pay.

### **The job duties include:**

- Client relations – Must possess excellent ability to communicate with clients both verbally, and in writing
- Intake and database management documentation of food box referrals – basic math skills
- Understanding of all FSCA programs available and Healthy Opportunities Pilot (HOP) program – willing to train
- Utilizing NCCARE360 and AR4CA client referral system – willing to train
- Oversight of food distribution services – inventory management, stocking, distribution
- Willingness to travel locally and valid NC driver's license
- Oversight of general office duties and computer proficiency
- Must pass criminal background search and drug screen

**Education:** Requires a minimum of high school diploma or equivalent; 1-2 years' work related experience.

Active participation in role specific educational and training opportunities provided or sponsored by FSCA, HOP, Network Lead organization or DHHS. Position will report to Program Director.

Call 828 321 4475 and applications are online at Four Square [Welcome to Four Square Community Action, Inc. Webpage \(foursquarecommunityactioninc.com\)](http://foursquarecommunityactioninc.com)