



Job Title: Double Up Food Bucks Specialist

Reports To: Double Up Food Bucks Manager

FLSA Status: Exempt

Location: Colorado-based, hybrid/remote work for **COLORADO RESIDENTS ONLY**

Position: Full time

Salary: \$55,000-\$59,999 plus comprehensive benefits (increased compensation for Bilingual and other relevant skills)

Start Date: February 2024

About Nourish Colorado: We are changemakers who strengthen connections with and between farms, ranches, and communities so that all Coloradans have equitable access to fresh, nutritious foods. We achieve our mission by engaging in policy advocacy for systemic change, managing innovative programs, and developing community partnerships and grassroots networks to rebalance the food system and create healthy food environments. We hold many values sacred in our work, a primary one being building an organization that at its core is focused on equity. We work to establish practices and policies that advance multiracial and multicultural shared power in the food systems space specifically. We aim to do this throughout our organization – from who and how we hire, to where we bank, with whom we advocate, how we write grants and how close we hold our partnerships. To learn more about our vision, values, and organizational commitments please visit us at www.nourishcolorado.org.

Summary: The Double Up Food Bucks Specialist will be primarily responsible for supporting the administration of the [Double Up Food Bucks](#) program. Supporting Double Up requires working closely with the DUFB Manager ensuring the program meets all reporting and grant requirements, coordinated engagement of statewide partners, consistent and timely payments, coordinating program logistics, and providing technical support to partners across the state. The position offers an exciting opportunity in an organization committed to systematically changing the food system to ensure equitable distribution of nutritious food to all Coloradans.

[Double Up Food Bucks](#) is an innovative food incentive program designed to help low-income families access fresh fruits and veggies for free while supporting local farmers and economics.

Essential Responsibilities & Duties:

Technical Assistance Support

- Support Double Up Manager in providing guidance and technical support to participating markets and stores, monitor progress and redemption for retailers and markets, and share best practices among participating markets and stores
- Support Double Up Manager with partners in person training, assess POS system capability for grocer partners..
- Conduct regular site visits at retailers/markets across the state
- Support Double Up Manager with annual end of season surveys to get feedback from partners.

Manage Reporting and invoicing

- Ensure all partners reporting requirements are met and partners submit monthly reports on time.
- Ensure partners are properly trained and support partners with reporting issues
- Track and record markets sales and redemption
- Creates invoices and process payments for participating markets
- Maintain accurate program records and documentation

Facilitate Surveys & Evaluations

- Manage and coordinate yearly participant surveys.
- Identify and select markets where surveys will take place.
- Meet with market managers to coordinate Survey efforts and stipend reimbursement (if applicable)



Communications Support

- Work closely with Nourish's Communications Manager to increase program visibility
- Create content for social media, blogs, website, and other tools for showcasing the program
- Update and maintain the DUFB website as needed.

Data Evaluation & Program Improvement

- Design and implement qualitative evaluation to address the impact and challenges of the program.
- Coordinate the recruitment of SNAP participants and farmers, farmers markets managers, and retailers to participate in meetings to better understand their experiences with the program.
- Develop systems for and monitor progress across program activities and deliverables.
- Support the Nourish team to document and evaluate best practices, reach, and impact of the program

Other Program Support

- Keep track of vendors needs for materials and promotional items
- Manage printing orders as well as shipping/mailing of all materials
- Participate in community of practice and coalition meetings
- Other duties as assigned

Qualifications:

- Relevant educational and/or professional and life experience
- Technologically savvy and e-organized
- Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook) and Google Drive
- Comfortable with platforms such as Slack and Monday.com
- Ability to manage & analyze information
- Proactive approach to addressing needs, problem identification and resolution
- Must be really comfortable with remote working environment and different tech platforms
- Familiarity with USDA Nutrition programs, specifically SNAP and SNAP Incentives.
- Excellent communication and interpersonal skills with an ability to participate in a collaborative working environment
- Sensitivity and experience working with diverse populations, cultures and socioeconomic backgrounds
- Strong commitment to our organizational values and particularly to our work to ensure that our decisions, actions, and allocations contribute to an equitable, multicultural, and multiracial society with distributed and shared power.

Submission

Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or expression or any other characteristic protected by state or local law.

Please submit your resume/CV and a cover letter to daysi@nourishcolorado.org by February 2nd. Questions can be submitted to daysi@nourishcolorado.org via email.