

Graduate Assistant Position (New)

Food and Housing Security Coordinator (Dean of Students Office/Dining Services)

Position Description/Goals:

The Food and Housing Security Coordinator is primarily responsible for increasing and improving campus and community partnerships that ultimately result in adequate food and housing security for URI students. This position reports directly to Outreach and Intervention in the Dean of Students Office, with regular consultation from Dining Services, and trainings from the Feinstein Center for a Hunger Free America.

Major Activities & Responsibilities:

- Rhody Outpost Food Pantry Coordinator

Principally responsible for maintaining efficient operations of and a welcoming, inclusive environment within the Rhody Outpost Food Pantry. These responsibilities include but are not limited to volunteer recruitment and retention, communication and alignment with the campus community and stakeholders, maintain access for students to the services provided by the Food Pantry and addressing the food security needs within the University of Rhode Island student and campus community.

Refers students to the office of Outreach and Intervention and/or Feinstein Center for a Hunger Free America for additional resources as needed.

- Collegiate food insecurity and homelessness

Increase student and campus-wide awareness of, engagement in and advocacy for issues related to low income populations, like hunger, homelessness, literacy, college access and success, unemployment, healthcare equity and access, etc.

Facilitate campus wide mapping project that examines current community partnerships (for example, Jonnycake Center, St. Peters by the Sea) with specific attention given to needs of community partner and outcomes of partnering to assist URI students.

Attend Student Community Housing Coalition meetings with the Assistant Director of Outreach and Intervention to stay abreast of community housing options for URI students throughout the state.

- Research and Training

The coordinator will be expected to attend, participate in, and facilitate (when appropriate) trainings, workshops, and webinars regarding matters of collegiate food insecurity and homelessness. When possible, the coordinator will schedule opportunities for the campus to participate in these activities. Areas include, but are not limited to, a) the interplay between food and housing insecurity, b) SNAP eligibility for college students, c) nutritional concerns for food insecure individuals, d) food recovery initiatives across college campuses and universities, e) mental health and wellness concerns for food and/or housing insecure persons.

Develop and execute special projects and/or programs according to individual interest and departmental priorities.

- Other duties as assigned

Points of Contact

- Assistant Director, Outreach and Intervention (Supervisor)
- Dietitian Nutrition Specialist
- Feinstein Center for a Hunger Free America
- Student Senate
- St. Augustine's Episcopal Church

Preferred Qualifications

- Bachelor's Degree in a related field; URI graduate student status
- Previous supervisory experience of volunteers or student staff
- Ability to provide outstanding customer service
- Awareness of and appreciation for individual uniqueness and diversity
- Ability to perform multiple tasks simultaneously
- Experience working in a high volume, fast paced environment
- Ability to work independently without direct supervision
- Ability to work evenings when the pantry is open
- Excellent oral and written communication skills
- Ability to lift 30 lbs

Benefits

- The position is a paid position that includes Tuition and Graduate Level I stipend
- The position requires 20 hours per week and is part of the Graduate Assistant Union contract.

RHODY OUTPOST DUTIES AND RESPONSIBILITIES

- Responsible for the general management and duties of the Food Pantry
- Maintain standards of operating procedures
- Keep the Rhody Outpost Food Pantry open during designated days & hours of operation, with a minimum of 3 hours of operation per week
- Volunteer training, recruitment, management, and retention
- Attend required meetings and trainings as available or as required by URI Leadership
- Serve as the point person for the University of Rhode Island and St. Augustine's Church
- Create necessary trainings and presentations for volunteers, interns, and URI officials
- Management of documents and paperwork, including food inventory and food log sheets
- Post days & hours of operation on the Rhody Outpost website
- Evaluate options, prepare and submit spending requests (as needed) for items and supplies necessary for the operations of the Food Pantry
- Seek out and provide timely communication
- Responsible for projects assigned by the supervisor,
- Other duties as assigned