

**F2M TEXAS  
JOB DESCRIPTION  
Food Access Coordinator**

The Food Access Coordinator is a position focused on outreach and/or market operations related to F2M Texas' food access programming for the Double Dollar Incentive Program (DDIP), WIC, SNAP and FMNP eligible families and individuals.

<p><b>Conduct exchange with Women, Infant, and Children (WIC) and Supplemental Nutrition Assistance Program (SNAP -formerly food stamps) clients in English or Spanish:</b></p> <ul style="list-style-type: none"> <li>• Help customers use their SNAP and WIC vouchers and cards to make purchases.</li> <li>• Distribute matching benefits in the form of paper scrip which can then be redeemed for fruits and vegetables.</li> <li>• Track the DDIP program by asking brief questions of customers and entering their responses into a laptop on-site.</li> <li>• Distribute general information about the markets and assist volunteers with terminal and merchandise sales.</li> </ul>	<p><i>36% (5 hrs. per week)</i></p>	<p>Lead, with support from Operations Director</p>
<p><b>Conduct exchange with WIC clients in English or Spanish in order to determine client's eligibility to participate in the seasonal Farmers' Market Nutrition Program (FMNP):</b></p> <ul style="list-style-type: none"> <li>• Determine WIC client's eligibility to participate in FMNP.</li> <li>• Distribute FMNP benefits in the form of paper vouchers which can be redeemed for eligible fruits and vegetables.</li> <li>• Record distribution of FMNP vouchers to WIC clients in the FMNP Issuance log.</li> <li>• Inform clients on how to use FMNP vouchers at farmers' markets.</li> </ul>	<p><i>64% (9 hrs. per week)</i></p>	<p>Lead, with support from Operations Director</p>

**Qualifications**

- High school education or equivalency required.
- Experience working with low-income or underserved communities
- Experience adapting to a fast-paced environment while conducting transactions and communications as efficiently as possible
- Bilingual English/Spanish fluency (oral as primary communication)
- Proficient in using a computer for data entry, including MS Office applications
- Strong organizational skills in implementation of projects