

# **JOB POSTING**

## **TEFAP/Special Projects Coordinator**

Northwest Tennessee Economic Development Council is now accepting applications for the position of **TEFAP/Special Projects Coordinator**. The individual selected for this position will be centrally located in the Dresden Central Office located at 231 South Wilson Street, Dresden, TN.

**Essential Functions:** Coordinate and supervise all aspects of TEFAP Commodity Food program; compiling quarterly county service food distribution reports to generate monthly report for Dept. of Agriculture; generate monthly and annual report information as required for fiscal, state/federal departments and appropriate staff and board of directors; maintain food inventory counts monthly and maintain accurate reports for Department of Agriculture for monitoring and internal auditing purposes; maintain customer relations/communications by educating customers regarding the program and addressing any customer needs and concerns; manage the TEFAP component of THO database; maintain contact with community organizations within the nine-county service area to increase public awareness of Agency programs and actively recruit, coordinate, and maintain volunteers to assist with commodity distributions; maintain working relationship to ensure effective communications with USDA and TN Department of Agriculture related to program operations; assist CSBG Program Director with any aspects of CSBG program and provide TEFAP monthly and annual reports for assurance of non-duplication of services; assist LIHEAP Program Director with reviewing client applications and documentation as needed; assist CSBG and LIHEAP county staff with ACCENT program training and serve as cross trainer for community services program; assist with maintaining system for enhanced social media presence for Agency through various social media outlets.

**Qualifications:** Associates or Bachelor's degree from an accredited university in social service or business-related field is required. Related experience of at least 3-5 years and/or proficiency in administrative duties associated with social service programs is preferred. Additionally candidate must have excellent organizational, verbal, and written communication skills; computer skills including database, word processing, spreadsheets, Internet and email; ability to work with diverse populations and to communicate effectively with low-income citizens, concerned citizens, and officials of public and private agencies. Must also have a current TN Driver's License and vehicle with liability insurance.

**Salary range: \$19.75-\$21.01 per hour (commensurate with education)**

**Full-Time/Exempt position**

**12 month/76 hours biweekly position**

**Excellent benefits package: 100% Coverage Health Insurance paid by Employer, 6% Employer Provided Profit Share Plan Contribution, PTO accrual, Vision, Dental, AFLAC available.**

Applications may be downloaded from the Careers page of the website [www.nwcommunityaction.org](http://www.nwcommunityaction.org) or may be picked up locally at any of our service center locations or at

**Northwest TN Economic Development Council Central Office  
231 South Wilson Street, Dresden, TN 38225**

**Or you may call (731)364-4825 to have an application mailed, faxed, or emailed to you for your convenience.**

Submit Completed Applications to:

**Northwest Tennessee Economic Development Council  
Attn: Human Resources – Suite 210  
231 South Wilson Street, Dresden, TN 38225**

**REFERENCE: TEFAP/Special Projects Coordinator**

**\*\* For your convenience, you can email to  
[application12579@nwtncap.org](mailto:application12579@nwtncap.org).**

**Incomplete and Faxed applications are not accepted!**

**Deadline for receiving applications in the Dresden Central Office is by the close of business on Friday, March 3, 2023.**