Produce Prescription Coordinator (Multiple Positions)

DC Greens is a non-profit organization that advances health equity by building a just and resilient food system in the nation’s capital. We are currently seeking two **Produce Rx Coordinators**. The Produce Rx Coordinator will support the implementation of the DC Greens Produce Prescription (Produce Rx) program and coordination of a ‘Food as Medicine’ campaign.

As a successful candidate, you will have an interest in community health and nutrition as well as building a just food system with the people of D.C. This position involves communications with a diverse group of stakeholders and community members, event and meeting planning as well as program coordination and data management. This position will report to the Produce Rx Program Manager.

**Essential Job Requirements**

**Program Implementation & Coordination**
- Support day-to-day coordination and implementation of Produce Rx program activities, to include, but not be limited to:
  - Support dissemination of program protocols
  - Establish strong and trusting communication channels with program partners and program participants
  - Support the establishment of channels for participant input into program implementation
  - Support ongoing training of external partners
  - Develop and maintain relationships with program partners, including scheduling and planning regular meetings
  - Develop meeting minutes for internal use and communication with Produce Rx partners
  - Conduct site visits to health clinics and grocery partners
- Support Produce Rx manager in program communications

**Participant Engagement**
- Proactively conduct outreach to participants regarding the Produce Rx program
- Lead participant survey completion interview and collection processes
- Support participants’ in program utilization and resolve concerns
- Lead regular external program communications; answering calls, sending text messages, emails, and letters to participants
- Support the creation of outreach materials for Produce Rx participants, including newsletters

**Data Management**
- Ensure that Produce Rx data is collected, reviewed, analyzed and recorded accurately and consistently
Monthly health and produce prescription utilization data
Digital and paper Baseline and Endline Survey data
- Resolve data inconsistencies and ensure that activity is recorded accurately
- Support the maintenance of records for auditing partner invoices and payments
- Provide support in the development of program progress reports for Produce Rx stakeholders and funders
- Support the management of grant files and contribute to report submissions
- Support maintenance of database and systems used for enrollment and outreach activities

**Campaign Coordination & Communication**
- Provide administrative and logistical support for local and national policy campaign activities.
  - Meeting/Event planning for our campaign and coalition work, which includes planning of site visit and meetings, facilitating designated coalition meetings, developing and sharing of meeting minutes
  - Maintain communication for our campaign, coalition and community of practice
- Stay up to date on best practices from programs across the country and ‘Food as Medicine’ initiatives.
- Support regular external communications about campaign results via social media and inputs to organizational newsletters.

**Team Contributor and Collaborator**
- Participate actively and respectfully in team and staff meetings and retreats
- Contribute to the overall improvement of the organization
- Represent the organization externally, including at major fundraising events, in accordance with stated values
- Expected to be self reflective around how power, privilege, and access supports or challenges efforts to center equity
- Additional related duties as assigned

**Qualification**
- Demonstrated commitment to the vision and mission of DC Greens’ work
- Demonstrated commitment to racial justice and equity
- Minimum of 3 years experience with customer care or outreach
- Minimum of 2 years in data collection, cleaning and management
- Ability to work both in-person and remotely to complete essential requirements of the position
- Clear oral and written communication skills
- High level of proficiency in Excel and Google Drive
- Ability to lift 20lbs and be able to stock and move supplies from various locations
- High attention to detail and demonstrated proactive and strategic approach to daily tasks
Preferred
- Proficiency speaking Spanish
- Proficient in Google Suite (Gmail, Google Drive, Google Sheets, Google Calendar)
- Experience training and supporting people remotely

Salary & Benefits
This is a full-time (40 hours/week) salary, non-exempt position. The salary range for this position is $57,350 to $67,850 commensurate with experience and non negotiable. There is a generous benefits package (medical/dental/vision, 25 days PTO, and a flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely but being physically present in the office may be a requirement in the future.

How to Apply
If interested, email a cover letter and resume to hiring@dcgreens.org. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with whom we work?

Please put “Produce Rx Coordinator” in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application”. Applications will be accepted on a rolling basis with priority given to applicants that apply by December 16, 2022 at 11:59 pm EST. Anticipated start date is February 1, 2023.

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.