

Weld Food Bank

Community Assessment Specialist

Job Description

Rev. 9/17/2025

Position Type: Temporary, Part-Time

Hiring Range: \$24-30 per hour

Hours: 20-25 hours per week, Monday-Friday

Reports to: Director of Marketing & Communications

Position Summary:

This position is responsible for coordinating and executing the Service Area Assessment as required by Weld Food Bank's (WFB) partner agreement with Feeding America. This position will work with key staff members to determine the desired metrics and outcome of the assessment. This position will be responsible for collecting, analyzing, and presenting assessment results to WFB leadership. This position will serve as the primary point of contact between WFB and the community regarding the assessment. This position must be organized, self-motivated, and able to work independently to meet the assessment completion.

Responsibilities:

- Identify and engage specific individuals from designated stakeholder groups (e.g., staff, board members, agency partners, volunteers, local government, public services, other nonprofits, educational institutions, people served, and faith-based groups) to participate in the assessment process.
- Research and gather relevant internal and external data to inform the assessment, including collaborating with partners such as the Weld County Health Department, Human Services, and other local nonprofits.
- Design and administer three key data collection methods as part of the Service Area Assessment:
 - **Program-specific surveys:** Develop and distribute customized, anonymous surveys (online and in-person) to evaluate the effectiveness of WFB's programs based on neighbor feedback.
 - **Community surveys:** Conduct semi-anonymous surveys with external stakeholders, including city and county officials, nonprofit partners, and community members.
 - **Focus groups:** Organize and facilitate at least three focus groups in geographically diverse areas (Greeley, North County, South County) to gather qualitative insights from community members and stakeholders.
- Coordinate volunteer recruitment to assist with in-person data collection at various program distributions.
- Compile, analyze, and interpret assessment results.
- Prepare and present findings in tailored formats for various audiences, including WFB leadership, board of directors, staff, and the broader community.
- Maintain organized documentation and records to ensure transparency, accountability, and effectiveness for future Service Area Assessments.
- Ensure the completion of the full Service Area Assessment

Qualifications:

- Must have a valid driver's license.
- Bachelor's Degree and/or previous data collection and analysis experience strongly preferred
- Nonprofit experience, including community engagement or outreach, preferred
- Bi-lingual preferred
- Project management experience
- Excellent written, oral and interpersonal communication skills
- Ability to work with minimal supervision using independent judgment for decision making
- Flexible and adaptable personal style
- Strong belief in Weld Food Bank's mission

Please Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*