Our Mission & Vision
Foodlink’s mission is to leverage the power of food to end hunger and build healthier communities. We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values
Our core values define who we are and how we work with our communities. Foodlink and our team members have:
- Compassion - treat all with dignity & respect; build kinship with those we serve
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Job Title: Employee Development Specialist
Reports to: Senior Director, HR
Status: Full time; exempt

JOB SUMMARY
The Employee Development Specialist (EDS) is a people centered position focused on the overall health, wellness and resiliency of Foodlink employees and participants of Foodlink’s Career Fellowship Program. The Employee Development Specialist will work one-on-one with individuals to coordinate and implement support plans that address challenges presented at work and at home. As a key member of the Human Resources department and management team at Foodlink, the EDS will uphold Foodlink’s commitment to putting people first by fostering a culture consistent with Foodlink values. The Employee Navigator will lead training opportunities for staff, and will inform on areas of workplace equity, diversity and inclusion, and overall workplace culture.

KEY RESPONSIBILITIES
- Serve as an occupational social worker for Foodlink employees and fellows
  - Work one-on-one with employees and fellows to implement support plans that address challenges presented at work and at home
  - Connect employees with community resources and serve as an advocate
  - Monitor and evaluate progress and modify support plans as needed
  - Thoughtfully works with employees to resolve issues, including competing demands, sensitive situations, and conflicts with others.
  - Supervise social work interns

- Recognize, create and implement opportunities to promote diversity, equity and inclusion at Foodlink, in partnership with the CEO and Senior Director of HR
  - Support and guide recruitment strategy efforts to reach a more diverse applicant base and to retain staff from under-represented groups
  - Create and facilitate trainings that enhance employee understanding of inclusion principles and issues
  - Review and inform Foodlink’s workplace policies, procedures and practices to ensure consistency with organizational values, and commitment to diversity, equity and inclusion.
o Serve as a liaison and develop partnerships within the community that advance Foodlink’s commitment to diversity, equity and inclusion

- **Other responsibilities**
  o Facilitate group trainings for employees and fellows as needed/directed
  o Serve as member of Foodlink’s internal Advocacy Working Group
  o Work collaboratively across different departments and levels of the organization
  o Maintain accurate and up-to-date records. Exercise and maintain confidentiality of information.

**QUALIFICATIONS & COMPETENCIES**

- MSW from accredited school of social work preferred. Applicants with equivalent level of relevant education and work experience are welcome to apply.
- Bachelor’s Degree with major course work in social work, counselling, psychology, sociology or a closely related field/s.
- Proven experience as a social worker or comparable position; working knowledge of social theories and practices
- Experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds and lived experiences
- An understanding of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Expert level understanding of community resources and benefit navigation in the Greater Rochester and Finger Lakes region
- Demonstrated ability to work and communicate across organizational and cultural boundaries with ease.
- Demonstrated success in developing educational programming with and for diverse audiences.
- People-focused and solution-oriented
- Excellent listening, skills, communications skills, interpersonal skills and emotional intelligence.
- Professional and personal integrity
- Candidates who have personal “lived experience” as a member of a marginalized community are strongly preferred.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

*Everyone is welcome here. Foodlink is an equal opportunity employer. Our policy strictly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*