

CONTRACT OPPORTUNITY:
Community Navigators
Central Iowa Food Security Plan

Released: March 6, 2025	Contract Period: Current – June 30, 2025, with possible contract extension
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- Interested individuals are asked to please send a summary of related work and a letter of interest to: luke.lynch@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org
- For more information about the Central Iowa Food Security Plan, please visit: <https://www.unitedwaydm.org/impact/initiatives/opportunity/food-insecurity>

Summary: The Central Iowa Food Security Plan Navigation Pilot Program was developed out of community wide convening and release of the Central Iowa Food Security Plan. The goal of this program is to enhance food security by connecting individuals and families to resources and services through a Community Navigator representative at various locations where food is provided to community members in need. The program will also collect data to analyze and identify ways to improve the services provided to the community members in Central Iowa.

The program is seeking three community navigator positions. Each position will serve at 2 host site organizations. When submitting the summary of related work, please indicate the host site(s) area you are interested in. The following are the host site areas:

- Altoona and Johnston
- Central Des Moines
- South Des Moines and Indianola
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Contract Period: March 3, 2025 – June 30, 2025, with possible contract extension.

Rate of Pay: \$35.00 (contractor is a non-employee and responsible for paying federal, state and FICA taxes)

Anticipated work hours: 30 hours per week

Fostering an Equitable, Engaged, Empowered Community



Scope of work includes:

1. **Welcome community members as they arrive at the food assistance location:** Build relationships and trust with community members.
2. **Resource Referral and Application Assistance:** Connect community members with community resources beyond the service they are receiving.
3. **Expand community connections and relationships:** Advance the program's success by having a community presence by identifying opportunities and events in the community.
4. **Data Management:** Maintain accurate records of interactions and service referrals for the community members. Compile data for reporting purposes and program evaluation.
5. **Team Collaboration:** Ensure efficient and coordinated service delivery at host organizations and collaboration with fellow navigators to meet the goals of the project.
6. **Cultural Competence:** Demonstrate cultural sensitivity and respect for diversity in serving community members from various backgrounds and experiences.

Contractor Requirements:

- Experience working in social services, community outreach, or related fields.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of local community resources and social service agencies.
- Proficiency in basic computer skills (e.g., data entry, email, and internet research).
- High school diploma or equivalent.
- Access to a reliable vehicle.

Contractor Attributes:

- Compassionate and patient demeanor.
- Strong interpersonal and communication skills.
- Empathy and a non-judgmental approach to supporting individuals in need
- Problem-solving skills and resourcefulness.
- Self-motivated
- Ability to adapt to diverse and changing environments.
- Commitment to equity and addressing food insecurity.

Fostering an Equitable, Engaged, Empowered Community



United Way is an equal opportunity organization and all qualified contractors will receive consideration for the contract award without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are an individual with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for this, please call 515-246-6516.