F.U.E.L. Coordinator
United for a Greater Impact: United Way of Decatur & Mid-Illinois (UWDMI)
Program: F.U.E.L. — Fresh. Unified. Equitable. Local.
Position Type: Full-Time
Reports To: Project Director

Position Summary
The F.U.E.L. Coordinator is responsible for coordinating and implementing F.U.E.L., a community food access initiative of United Way of Decatur & Mid-Illinois designed to address food insecurity among children, families, and underserved populations throughout Decatur and Macon County.

F.U.E.L. expands access to nutritious, fresh, and locally sourced food through school-based food access programs, community pantries, backpack meal distribution, and mobile food distribution. The initiative also strengthens the local agricultural economy by connecting farmers and food producers with community organizations and families in need.

Reporting to the Project Director, the F.U.E.L. Coordinator oversees day-to-day program activities, cultivates community partnerships, coordinates food access initiatives, monitors program outcomes, and supports the long-term sustainability of F.U.E.L. The position requires strong organizational, communication, and collaboration skills, along with a commitment to improving food access and strengthening the local food system.

Essential Duties and Responsibilities
1. Program Coordination and Implementation
- Coordinate the day-to-day operations and implementation of F.U.E.L. programs and activities.
- Develop and maintain program schedules, implementation plans, and operational procedures.
- Coordinate program launches, expansion, and ongoing activities in collaboration with UWDMI leadership and community partners.
- Monitor progress toward program goals, address operational challenges, and recommend improvements to strengthen program effectiveness.

2. School-Based Food Access: F.U.E.L. Micro-Markets and F.U.E.L. Packs
- Coordinate the establishment, operation, and maintenance of F.U.E.L. Micro-Markets within Decatur Public Schools District 61.
- Collaborate with school administrators and staff to coordinate food access, distribution procedures, and program participation.
- Organize F.U.E.L. Packs to provide food assistance during Thanksgiving, Christmas, and spring break.
- Track distributions, maintain communication with participating schools, and identify opportunities to improve access for students and families.

3. Community Food Access: Little F.U.E.L. Pantries
- Coordinate the placement and implementation of Little F.U.E.L. Pantries in neighborhoods with limited food access.
- Establish and maintain partnerships with community organizations and designated pantry host sites.
- Coordinate pantry stocking, maintenance, and monitoring with participating community partners.
- Identify underserved areas, monitor pantry activity, and recommend opportunities to expand community food access.

4. F.U.E.L.-On-the-Go: Mobile Food Access

- Coordinate the planning and implementation of F.U.E.L.-On-the-Go, a mobile food pantry initiative serving communities with limited food access.
- Collaborate with community partners to establish distribution schedules, locations, and operational procedures.
- Coordinate food, supplies, and distribution logistics to support scheduled mobile food access activities.
- Monitor distributions and document the number of individuals and families reached.

5. Community Partnerships and Collaboration

- Build and maintain relationships with schools, food access organizations, local farmers, food producers, and community stakeholders.
- Facilitate communication and collaboration among partners to improve coordination, address service gaps, and expand community access.
- Represent F.U.E.L. at partner meetings, community events, and stakeholder gatherings to strengthen relationships and identify opportunities for collaboration.

6. Local Agriculture and Food System Development

- Support partnerships with local farmers and growers to increase access to fresh, locally sourced food.
- Coordinate with agricultural and food distribution partners to align food availability, purchasing, and program needs.
- Help establish reliable purchasing and distribution opportunities that benefit local agricultural producers and participating communities.
- Identify opportunities to strengthen connections among local agriculture, food access, community well-being, and economic development.

7. Data Collection, Reporting, and Evaluation

- Maintain accurate records of program activities, food distributions, participating locations, and individuals and households served.
- Collect and organize data to measure progress toward established program goals and performance indicators.
- Prepare routine reports and program updates for the Project Director, UWDMI leadership, and funding partners, as assigned.
- Review program results, identify challenges and emerging needs, and recommend improvements based on data and partner feedback.

Qualifications and Experience

Minimum Qualifications

- Associate degree or equivalent combination of education and relevant experience in nonprofit management, human services, community development, agriculture, or a related field.
- Experience coordinating programs, projects, or community-based initiatives.
- Strong organizational, communication, and relationship-building skills.
- Ability to manage multiple priorities, maintain accurate records, and work collaboratively with diverse partners.

Preferred Qualifications

- Experience in food access, hunger relief, community services, or nonprofit programming.
- Experience working with schools, families, community organizations, or underserved populations.
- Familiarity with local agriculture, food systems, or farm-to-community partnerships.
- Experience with data collection, program reporting, or grant-funded initiatives.

Core Competencies

- **Program Management:** Organizes activities, manages timelines, and coordinates multiple initiatives effectively.

- **Communication and Collaboration:** Builds productive relationships and communicates clearly with partners and stakeholders.
- **Problem-Solving and Adaptability:** Identifies challenges, develops practical solutions, and responds to changing community needs.
- **Accountability and Organization:** Maintains accurate records, follows through on responsibilities, and monitors progress toward program goals.

Position Impact
The F.U.E.L. Coordinator will help advance UWDMI's commitment to improving food access throughout Decatur and Macon County. By connecting children and families with nutritious food while strengthening partnerships with local farmers, food providers, schools, and community organizations, the Coordinator will help build a more accessible, collaborative, and sustainable local food system.

Working Conditions
- Full-time position.
- Travel may be required for meetings, events, partner visits, and program activities.
- Position requires regular interaction with staff, community partners, volunteers, students, families, and members of the public.

Compensation & Benefits
United Way of Decatur and Mid-Illinois offer a competitive compensation and benefits package, including:
- Health insurance
- Retirement plan options
- Paid time off
- Professional development opportunities
- Salary will be commensurate with qualifications and experience.

How to Apply
Interested candidates should submit a resume and cover letter describing their qualifications and interest in the

United Way of Decatur and Mid-Illinois
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Please include "Executive Assistant & FUEL Project Assistant" in the subject line of the email.
United Way of Decatur and Mid-Illinois is committed to creating an inclusive workplace and encourages qualified individuals who are passionate about strengthening our community to apply.