



# JOB OPENING

**Job Title:** Child Programs Administrator  
**Department:** Programs  
**Reports To:** Programs Director  
**Classification:** Regular, Full-time, Exempt

## **Summary**

Through the Farm 2 Kids Program, the Food Bank provides fresh fruits and vegetables to children whose families cannot afford to keep food on the table. As produce is perishable and expensive, many families have trouble feeding their kids the nutrients that are essential for developing children. Every week, Farm 2 Kids provides 3-5 pounds of fresh produce to more than 10,000 children in 89 after school programs in Contra Costa and Solano counties. Over 50% of the students in these schools receive free or reduced cost school lunches, meaning at least half of the households in the school are considered low-income by the federal government. The School Pantry program is an on-site pantry located at high schools throughout Contra Costa and Solano counties. Students are provided bags of canned goods, produce and bread on an as-needed basis.

The Child Programs Administrator coordinates the Farm 2 Kids Program and School Pantry Program by working closely with school districts in Contra Costa and Solano Counties.

## **Essential Duties and Responsibilities**

- Work to maintain the Farm 2 Kids Program and the School Pantry Program in Contra Costa and Solano Counties.
- Inform the warehouse manager of delivery requirements and schedules and ensure food delivery and distribution happens in a safe, equitable manner; handle customer complaints, etc.
- Establish relationships with representatives from each school district and after school program.
- Visit each program site once per year.
- Develop Farm 2 Kids and School Pantry as a channel for communicating information about Food Bank Programs, CalFresh Outreach, Earn It Keep it Save It! and other appropriate programs that offer support to low income families.
- Create a newsletter for after school providers participating in the Farm 2 Kids program to promote best practices and nutrition education.
- Other duties as assigned by the Program Director.

## **Qualifications**

- Bachelor's degree; or one to three years related experience and/or training; or equivalent combination of education and experience.
- Experience with project management and schools, preferred
- Valid California Driver's license and insurance, required.
- Proficiency with Microsoft Office Suite and order processing systems.
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.
- Ability to read, interpret, and write professional reports and correspondence.
- Ability to speak effectively before diverse groups of people.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Ability to frequently lift and/or move up to 25 pounds.



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### **Additional Information**

The Food Bank offers an attractive benefits package, including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. The position is located in Concord, California.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Child Programs Administrator." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano**  
**Attn: Human Resources**  
**4010 Nelson Avenue**  
**Concord, CA 94520**