

Job Title: Program Coordinator – Direct Distribution
Department: Programs
Reports To: Program Manager
Classification: Regular, Full Time, Non-Exempt
Location: Concord and Fairfield, CA

Summary

The Program Coordinator – Direct Distribution is responsible for supporting and coordinating the set up and breakdown of the Community Produce Program’s (CPP) direct distribution sites as well as ensuring each distribution site is adhering to Food Bank/government health and safety mandates and protocols in regards to COVID-19. This position has extensive interaction with the public and requires strong public speaking skills.

Essential Duties and Responsibilities

- Coordinate distribution schedule of supplemental boxes in collaboration with Program Director, Program Manager, Operations, and Direct Service team.
- Organize supplemental distributions including drive thru distributions in collaboration with Program Director, Program Manager, Operations, Volunteer Coordinator, and distribution site contact.
- Supplemental Box distribution day of point person for the event including volunteer management at the event, logistics, ensuring event runs smoothly.
- Assist and coordinate (with delivery driver) the setup and breakdown of the produce distribution area, ensuring a safe and orderly distribution and clean up. Assist with the distribution flow, ensuring that the area is clear for foot traffic.
- Ensure each distribution site is adhering to Food Bank/Government health and safety mandates and protocols in regards to COVID-19.
- Assist with client registration and verification at the direct distribution sites; maintain records of clients served.
- Communicate with program partners and internal team (Operations, Logistics, Volunteer Department, etc.) regarding the results of the distribution.
- Act as a backup for Community Produce Program Site Coordinator when necessary.
- Stays current on issues facing residents of low-income housing in Contra Costa and Solano County, and partners with Program Manager to meet evolving needs.
- Informs the Warehouse Manager of delivery requirements and schedules; ensures food delivery and distribution happen in a safe, equitable manner; handles customer complaints, etc.
- Trains and supervises volunteers to assist in food distribution and program administration.
- Proactively seeks new site prospects and volunteers.
- Learns all necessary facets of the Food Bank direct services programs in order to back up program coordinators and administrators as needed.
- Supports in the field as needed in Direct Service programs including CPP, FAP, and Extra Helpings.
- Other duties as assigned.

Qualifications

- Associate’s degree in Business Administration, Communications, Public Relations or similar preferred; or one to two years related experience and/or training. An equivalent combination of education and experience will be considered.
- Bilingual, Spanish/English highly desirable.

Job Opening

- Experience with social service and community organizations, including outreach highly desired.
- The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, the ability to write routine reports and correspondence.
- Ability to speak effectively and professionally before groups of customers, employees, and the general public demonstrating cultural sensitivity.
- Communicates accurately, honestly, supportively and in a timely manner with department and interdepartmental team members.
- Self-starter who is able to work with minimum supervision. Works effectively under pressure to meet established goals and objectives.
- Displays professional and personal integrity and a professional appearance and demeanor.
- Computer literate with demonstrated proficiency with Microsoft products
- Valid driver's license, personal vehicle, and the ability to be covered under the Food Bank's auto insurance required.
- Frequently lift and/or move up to 70 pounds.

Additional Information

This position requires ability to work some nights and weekends, outdoors, and in low-income areas. Job duties are 50% office, 50% field work. Use of personal vehicle for travel throughout Contra Costa and Solano counties is required with mileage reimbursed at the standard federal rate. In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Program Coordinator – Direct Distribution." Email submission is preferred.

Or by mail to:

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

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer
Underrepresented groups are encouraged to apply.**