

**Job Title:** Program Coordinator - Commodity Supplemental Food Program (CSFP)  
**Department:** Programs  
**Reports To:** Manager of Agency Relations  
**Classification:** Regular, Non-Exempt, Full Time  
**Location:** On site in Concord, CA with driving throughout Contra Costa and Solano Counties

---

### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About this Opportunity**

This position is responsible for coordinating the Commodity Supplemental Food Program (CSFP) program (a senior nutrition program of the USDA) in Butte, Colusa, Napa, Trinity, Shasta, Siskiyou, Contra Costa, and Solano counties.

### **Essential Duties and Responsibilities**

- Research, recruit, and secure potential sites for CSFP programs in accordance with FBCCS targeted service areas and requirement criteria.
- Responsible for establishing processes and training agencies on CSFP program requirements.
- Tracking inventory and completing reports.
- Provide CSFP Program, Food Safety, and Civil Rights trainings to agencies, site supervisors, and volunteers.
- Conduct site visits and annual reviews of community partners throughout our Northern California service area to ensure compliance with CSFP requirements.
- Read and interpret documents such as safety and operating instructions, program and procedure manuals, complex contracts, and communicate this information in a simplified format to our partners who will carry out the program.
- Communicate as needed with key Food Bank staff including Agency Relations, Direct Service Programs, Food Purchasing, Operations, Volunteer Services, and Communications.
- Other duties as assigned.

### **Qualifications**

- Associate's degree and one to two years related experience and/or training. An equivalent combination of education and experience will be considered.
- Experience in program or curriculum development, preferred.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Ability to read, interpret, write professional reports and correspondence.
- Ability to synthesize complex written information and then relay this information to others in a simplified and understandable format either verbally or in writing.
- Ability to speak effectively before diverse groups of people.
- Intermediate proficiency with Microsoft Office Suite (Outlook, Word, and Excel).
- Strong time management skills. Ability to meet hard deadlines.

## Job Opening

- Valid California driver's license, current insurance and ability to be insured by Food Bank insurance. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate).
- This position requires daily travel to sites within Contra Costa and Solano counties and overnight travel to Northern California.

### **COVID Requirements**

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

### **Additional Information**

- **This position requires daily travel to sites within Contra Costa and Solano counties and overnight travel to Northern California.**
- Use of personal vehicle for travel is required with mileage reimbursement at the standard federal rate. This position is located in a shared office space and remote work is not presently offered.
- 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.

### **Compensation and Benefits**

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$26 per hour.

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) employer matching, 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 organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

**Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Program Coordinator - CSFP." Email submission is preferred.**

**Or by mail to:**

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 9452**

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

## Job Opening

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

**FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.**

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