

Job Title: Child Nutrition Programs Coordinator
Department: Programs Department
Reports To: Senior Manager Direct Service Programs
Classification: Regular, Full-time, Non-exempt
Location: Concord, CA

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

The Programs Team at Food Bank of Contra Costa and Solano works intentionally through community partnerships to break down barriers to access nutritious foods for specific populations. The Child Nutrition Programs Coordinator will work collaboratively to support the design, implementation, and logistics management of targeted nutrition access programs which address the needs of children, teenagers, and young families in our service area. This position will analyze the needs in underserved communities, develop and deepen partnerships with school districts and other non-profit organizations, and help to inform the strategic expansion of our Child Nutrition programming.

Essential Duties and Responsibilities

- Develop and implement all current Child Nutrition programs, including but not limited to Farm 2 Kids, School Pantries, and KNOW Packs weekend meals program.
- Coordinate food distributions, participant enrollment, orientation, and compliance training to new and existing partner sites.
- Coordinate food orders and deliveries with site coordinators, warehouse staff, and transportation team.
- Train partners on food safety, monitor site distributions to ensure safe food handling practices and program compliance.
- Conduct workshops and presentations to promote Child Nutrition programming and other services offered through Food Bank partnerships.
- Partner with food purchasing team to select nutrient dense foods which best support the nutritional needs of children and families experiencing food insecurity.
- Utilize effective marketing strategies to create awareness and bring attention to the unique needs of food insecure families in our communities.
- Monitor and collect data from partner sites; utilize service insights to adapt programs to unique needs of our communities.
- Support the creation and refinement of systems and processes to ensure collaboration and coordination between teams.
- Oversee distribution of promotional materials.
- Act as back-up for other Direct Service programs when needed.
- Work closely with volunteer department to ensure adequate numbers of volunteers as needed.
- Conduct trainings to ensure compliance with Feeding America and USDA standards.
- This position requires ability to work some nights and weekends, outdoors, and in all areas of our communities. Job duties are 40% office, 60% field work. Travel during work hours is required. Company pool cars are available; use of personal vehicle will be reimbursed for mileage at the standard federal rate.
- 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 with social service and community organizations highly desired.
- Bilingual, English/Spanish highly desired.
- Demonstrated proficiency with MS Office. Must be competent working with Google docs. Familiarity with inventory software is a plus.
- Displays courtesy and sensitivity; manages difficult or emotional customer situations.
- 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. Demonstrates strong planning, organizing, time management and interpersonal skills.
- Self-starter who is able to work with minimal supervision. Works effectively under pressure to meet established goals and objectives.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.
- Occasionally lift and/or move up to 40 pounds.

Additional Information

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 regular, full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$28.70 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 cover letter to hr@foodbankccs.org with the subject line: "Child Nutrition Programs Coordinator." Email submission is preferred.

Or by mail to:

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



Job Opening

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.

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>