

Job Title: Program Coordinator – Senior Food and Harvest to Home
Department: Programs
Reports To: Direct Service Program Manager
Classification: Regular, Full-Time, Non-Exempt
Location: Concord, CA

Who We Are

For 50 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

Coordinate all administrative aspects of the Senior Food Program and Harvest to Home Programs including publicity, outreach, distribution of application forms, enrollment, and monthly reports.

The Senior Food Program provides seniors with non-perishable items, produce and bread. The Harvest to Home Program provides fresh produce and bread to low-income housing complexes.

This position is approximately 40% field work.

Essential Duties and Responsibilities

- Work with Food Bank staff, volunteers, and distribution sites to ensure effective, equitable, high-quality and safe distribution of food.
- Attend distributions on a regular rotation to monitor, provide supervision and feedback.
- Set program menus and interface with warehouse staff regarding appropriate levels of food for each site, incorporating client feedback and suggestions.
- Maintain accurate records (client participation, volunteer hours, site schedules, etc.).
- Train and supervise volunteers to assist in food distribution and program administration. Conduct group training meetings and appreciation activities.
- Investigate, address and track complaints from clients, volunteers and distribution sites.
- Assist in preparation of reports to funding sources.
- Proactively seek new site prospects and volunteers.
- Make recommendations and implement changes in volunteer leadership and program distribution sites when circumstances require it.
- Attend meetings pertaining to the communities the position serves (seniors, low-income housing, etc.).
- Maintain an understanding of the issues facing low-income seniors and those living in low-income housing in Contra Costa and Solano County and partner with the Direct Service Program Manager to adapt program to meet evolving needs.
- Learn all facets of all Food Bank direct service programs in order to back up other Program Coordinators as needed.

Qualifications

- Bachelor's degree, or one to two years related experience and/or training; or equivalent combination of education and experience.

- Valid California driver's license and insurance, and ability to be covered under the Food Bank's auto insurance required.
- Intermediate proficiency with Microsoft Office Suite (Outlook, Word, and Excel) and Apple iOS.
- 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, 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, 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.
- Adaptability and flexibility to provide on-site coverage on short notice at SFP distributions in CCS to fill in for volunteer site managers.
- Ability to lift and/or move up to 40 pounds
- Bilingual language proficiency in English and Spanish preferred.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all 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 range for this position is \$29.67 - \$31.90 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, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Program Coordinator – SF & HTH". Email submission is preferred.

Or by mail to:

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

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>