

Job Title: Program Coordinator – Child Programs and Extra Helpings (EH)

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

The Program Coordinator - Child Programs and EH, coordinates the Farm 2 Kids Program, Kids Nutrition on Weekends Program, and School Pantry Program by working closely with school districts in Contra Costa and Solano Counties. 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 students participating in after school programs in Contra Costa and Solano counties. The Kids Nutrition on Weekends Program helps fill this gap by providing nutritious, easy to prepare, tasty food for students while they are away from school for the weekend. The School Pantry program is an on-site pantry located at middle and high schools throughout Contra Costa and Solano counties. Students are provided with bags of shelf-stable goods, produce and bread on an as-needed basis. 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.

Additionally, this position coordinates the Extra Helpings Program, a program for chronically ill individuals in Contra Costa County. Twice a month, the Food Bank provides recipients receiving case management services through Contra Costa County Public Health with nutritious food.

Essential Duties and Responsibilities

- Work to maintain the Farm 2 Kids Program, Kids Nutrition on Weekends 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, Kids Nutrition on Weekends, and School Pantry programs 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.
- Complete bimonthly food orders for the Extra Helpings Program, incorporating client feedback and suggestions.

- Run Extra Helpings distributions at four locations, enter client data into the State database, and conduct quarterly client satisfaction surveys.

Qualifications

- Bachelor's degree and one to two years related experience and/or training; or equivalent combination of education and experience.
- Valid CA driver's license and insurance and ability to be covered under the Food Bank's auto insurance policy.
- Ability to regularly climb stairs.
- High level of proficiency with MS Office (Word and Excel) and order processing systems.
- Ability to write routine reports and correspondence.
- A high level of professionalism with solid interpersonal and client service skills.
- Treats people with respect; inspires the trust of others; works with integrity; upholds organizational values.
- Ability to synthesize and explain complex or diverse information, such as policy and impact.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics where only limited standardization exists.
- Basic math skills, including ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

This position requires the ability to work some nights and weekends, outdoors, and in low-income areas. Job duties are 60% office and 40% field work. Operate the Food Bank pool vehicles as required to support distributions, monitoring visits, and other off-site job duties.

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 – Child Programs & EH**". Email submission is preferred.

Or by mail to:



Job Opening

**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.

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>