



Job Opening

Job Title:	Food Resource Coordinator - NorCal
Department:	Operations
Reports To:	Food Resource Manager
Classification:	Regular, Part-time (28 hrs./week), Non-Exempt
Location:	Remote (Northern California counties)

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 Food Resource Coordinator represents the Food Bank of Contra Costa and Solano by building and maintaining relationships with food industry partners — primarily grocery retailers — to drive donated food volume and keep the organization at the forefront of the food industry. This fully remote role focuses on Northern California counties within the Food Bank's broader service area, including Butte, Colusa, Glenn, Shasta, Siskiyou, Sutter, Tehama, Trinity, and Yuba, with moderate travel required.

Essential Duties and Responsibilities

- Serve as the Food Bank's primary spokesperson to the food industry.
- Execute the organization's food industry solicitation plan, implementing strategies to increase donated food pounds.
- Cultivate and maintain relationships with approximately 100 food donors across the service area, conducting four to six visits per year to share education on food categories and quality standards.
- Understand SB1383 requirements and help donors meet compliance needs.
- Maintain the food industry contact database and produce poundage, data, and tracking reports.
- Partner with Agency Relations to assign agencies to donors and resolve reporting issues via the MealConnect platform.
- Provide MealConnect back-end support, including adding donors, linking to the ERP system, and identifying platform enhancements to increase network donations.
- Support the Food Sourcing team on special projects, as needed.

Qualifications

- 3+ years of relationship management experience in food banking, grocery retail, or outside sales.
- Knowledge of food safety principles; must obtain ServSafe certification within 60 days of hire.
- Experience with product handling and warehouse operations preferred.
- Proficiency in data management and Microsoft Office Suite.
- Strong project management skills with the ability to juggle multiple priorities and meet deadlines.
- Excellent verbal and written communication skills, including public speaking and engaging diverse audiences.
- Collaborative team player who can also work independently; strong interpersonal and problem-

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- solving skills.
- Tech-savvy and adaptable, with a willingness to learn new systems.
- Valid driver's license and eligibility under the Food Bank's auto insurance policy required.
- Bilingual in 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 of its employees may be called in to perform regular or emergent duties. Occasional evening and weekend work is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee may occasionally be exposed to moving mechanical parts and cold temperatures. Noise levels are typically moderate in the office and may be higher in the warehouse.

This role requires frequent travel to off-site locations—including retailers, grocers, manufacturers, farmers, product brokers, and community partners—which may account for 60–70% of working hours. Work is performed in a variety of settings including office, warehouse, field, and community outreach sites. Duties may involve operating a motor vehicle and working outdoors with exposure to weather and environmental elements. Outreach events often require extended periods in outdoor community settings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms.

Compensation

This is a part-time, 28 hrs./week, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$30.40 per hour.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: **"Food Resource Coordinator - NorCal"**.

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>