



Food Access Program Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgment-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Food Access Program Coordinator improves food access for Sacramento County residents through partnerships with community groups, food pantries, faith-based organizations, and local housing complexes. In addition to assisting with program oversight of community partners who facilitate SFBFS' Food Access programs, this position also will assist with facilitation of food distributions in communities throughout Sacramento County.

Duties include the following (other duties may be assigned):

- Work with Food Access team to assist with facilitation of logistics for SFBFS' Food Access programs. This includes:
 - Maintaining relationships with existing community partners and cultivating partnerships with additional community organizations
 - Providing community partners onsite assistance and training, as needed
 - Conducting site visits of distributions facilitated by community partners to ensure products are being distributed safely and according to program requirements.
 - Serving as a liaison between program funder, operational staff, and groups facilitating food distributions
 - Supporting other Food Access staff with program oversight, inventory control, and transportation logistics
 - Assisting with the facilitation of community food distributions
 - Directing workflow of program volunteers and interns
 - Tracking and managing program activities, client data, and statistics
 - Collaborating with the Food Access Programs Manager on the evaluation of program objectives and activities
- Participate in community outreach events, as needed.
- Assist with other SFBFS programs and activities, as needed.
- Represent SFBFS at meetings, presentations, and community outreach events, as needed.
- Ability to meet regular attendance/tardiness policy.
- Work off-site during fundraising events and community resource events.
- Occasional nights, weekends and holidays as required.

QUALIFICATIONS

- Mandatory
 - Passion for nutrition and/or food access issues
 - Bachelor's degree or two years of related work experience
 - Ability to:
 - Maintain and develop relationships with a diverse population.
 - Take initiative and work independently with limited supervision.
 - Effectively manage multiple projects simultaneously
 - Motivate volunteers and maintain a positive environment.
 - Be solution-focused when responding to challenges and unanticipated events.
 - Maintain accurate records.
 - Obtain/maintain Food Handler certification.
 - Willingness to cross-train
 - Valid California driver's license and insurance
 - Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint)
 - Detail-oriented, excellent written and verbal communication skills.
 - Leadership skills and excellent decision-making abilities
 - Pass fingerprint/background screenings.
 - Passion for SFBFS' mission
- Preferred
 - Fluency in a second language
 - Prior non-profit
 - Facilitating community events and/or volunteer activities
 - Facilitating grant-funded programs
 - Knowledge of Sacramento County

Working Conditions

- Ability to communicate orally with all levels.
- No heavy lifting is expected. Exertion of up to 25 lbs. of force occasionally may be required; with ability to occasionally lift and carry objects weighing up to 40 lbs.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers and fax machines
- Activities include extended periods of sitting; bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Good reasoning ability is required to solve a wide range of business problems. Able to understand and utilize grant reports to conduct business.
- Work is normally performed in a typical interior/office work environment (Administrative Offices); food distributions, community partner site visits, and outreach events occur in the community, with exposures to weather and outdoor elements.

POSITION DETAILS

- Full-time, non-exempt position; Monday – Friday; occasional weekends and holidays as needed.
- Pay range: \$19.00-\$22.00 per hour, depending on experience.

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/employment) which should include three professional references to employment@sacramentofoodbank.org for consideration. No phone calls please.