



## Partner Agency & Community Engagement Coordinator (Partnerships)

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-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](http://www.sacramentofoodbank.org).

### POSITION DESCRIPTION

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The Partner Agency & Community Engagement (PACE) Coordinator improves food access for Sacramento County residents through maintaining and building of partnerships with community groups, food pantries, congregate meal sites, faith-based organizations, and local housing complexes. This position works collaboratively with a network of more than 130 community partners to provide day-to-day support and capacity building opportunities that includes mentorship, trainings and connection to resources.

The Partner Agency & Community Engagement (PACE) Coordinator will perform the following (including but not limited to):

- Maintain relationships with existing community partners and cultivate partnerships with additional community organizations.
- Provide effective outreach, onboarding and initial training to new partners.
- Assist in coordination of capacity building opportunities for community partners which may include mentorship, trainings, and connection to resources.
- Facilitate ongoing collaboration among Sacramento Food Bank & Family Services' network of emergency food providers. Routinely highlight opportunities, share experiences, and best practices between agencies to enhance collaboration.
- Provide community partners onsite assistance and training, as needed.
- Conduct site visits of distributions facilitated by community partners to ensure products are being distributed safely and according to program requirements.
- Serve as a liaison between program staff, operational staff, and community partners to support seamless execution of food distribution activities, including coordinating product allocations, order pickups/deliveries, communicating updated procedures, and seeking feedback from community partners.
- Assist with the implementation of scheduled communication with SFBFS' partners (e.g., newsletters, teleconferences, best practices meetings).
- Collaborate with the PACE Partnerships Manager on the development of goals, procedures, and evaluation of program objectives and activities.
- Track and manage program activities, statistics, and agency files.
- Ensure timely and accurate agency reporting for ongoing services and grant opportunities.
- Represent SFBFS at meetings, presentations, and community outreach events, as needed.
- Work off-site during fundraising events and community resource events.

## **SKILLS AND EXPERIENCE REQUIRED**

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- Bachelor's degree; or two-to-three years of related work experience.
- Must have valid California driver's license and insurance, with no more than three infractions/points within a three-year period on personal DMV record.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).
- Passion for SFBFS' mission.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers and fax machines.

## **POSITION DETAILS**

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- Full-time, non-exempt position; Monday - Friday (40 hours/week), with occasional weekends, evenings and holidays as needed.
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD, retirement and more.
- Pay Range: \$19.00 - \$22.00 per hour.

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