



Position title: Program Coordinator

Status: Full-time (40 hours per week), hourly, reporting to the Director of Operations

Position summary:

Do you want to change lives? Yolo Food Bank advances the common good in our community by feeding more than 52,000 men, women and children monthly via 200 food distributions and relationships with 71 partner agencies. This position reports directly to the Director of Operations. The Program Coordinator oversees the Eat Well Yolo and Kids Farmers Market programs. Eat Well Yolo provides ongoing access to fresh fruits and vegetables to communities and school children throughout Yolo county. This position ensures that program goals are met and best practices conducted at each distribution site, collects and provides data for progress reports, and coordinates nutrition education activities at distribution sites.

Qualifications:

1. Experience organizing and coordinating projects among different groups; knowledge and/or experience with general nutrition, volunteer coordination and event planning.
2. Ability to speak Spanish, Russian or Mandarin preferred.
3. Drives own or Yolo Food Bank transportation up to ten (10) hours per week, primarily to pick up and deliver donated product for distribution, conduct site visits or attend meetings, as needed.
4. Strong work and team ethic; able to work effectively with a diverse community of staff, peers, volunteers (including those with court-assigned community service), and clients.
5. Able to understand and analyze complex organizational systems, technical data and reports and make logical recommendations.
6. Proficient in Microsoft Office (Word, Excel, and electronic email,).
7. Excellent communication (written and oral), business writing and presentation skills.
8. Strong planning, decision-making and organizing skills.
9. Strong focus on details and accuracy in all aspects of duties.
10. Proficient in learning and using electronic systems and databases.
11. Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
12. Able to provide clear work direction to volunteers and site Leads as needed and to provide useful performance feedback to the Volunteer and Food Drive Coordinator.
13. Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
14. Able to work positively and effectively with difficult stakeholders (internal and external) in person or over the phone.
15. Able to work independently with little supervision.

To apply:

- Please submit cover letter and resume to: Lorna@yolofoodbank.org.
- The subject line must read: **Program Coordinator**, followed by your last name.

For more information about Yolo Food Bank, please visit www.yolofoodbank.org.

PROGRAM COORDINATOR

Wage: \$ to \$ / hour

Regular Work Schedule: Monday through Friday, 8:30 am to 5:00 pm; occasional evenings and weekends

POSITION SUMMARY: The Program Coordinator oversees the Eat Well Yolo and Kids Farmers Market programs. Eat Well Yolo provides ongoing access to fresh fruits and vegetables to communities and school children throughout Yolo county. This position ensures that program goals are met and best practices conducted at each distribution site, collects and provides data for progress reports, and coordinates nutrition education activities at distribution sites.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Oversee Yolo Food Bank's Eat Well Yolo and Kids Farmers Market programs.
 - a. Develops and maintains relationships with community organizations to host their own Eat Well Yolo and/or Kids Farmers Market programs.
 - b. Works collaboratively with Warehouse staff ongoing to coordinate food delivery, distribution, product orders, and allocations for programs so that optimal quality and variety of produce is available for distribution.
 - c. Works collaboratively with the Volunteer and Food Drive Coordinator and volunteer site Leads to recruit and train assigned volunteers as well as community organizations to help with food distribution.
 - d. Conducts site visits semi-annually to ensure food is being distributed safely and equitably.
 - e. Works closely with site Leads to ensure information about distributions is accurate and client needs are met as well as provides needed resources, such as program supplies.
 - f. Collects data from various sources for use in progress reports to granting agencies, partners and the community.
 - g. Acquires accurate data monthly and maintains electronic and hard copy records of program activities.
 - h. Serves as distribution site Lead as needed.
 - i. Collaborates with other staff to secure local produce sources for programs.
2. Coordinate nutrition education:
 - a. Creates and coordinates nutrition education activities and information at distribution sites.
 - b. Provides nutrition education, materials and/or activities during visits to program sites.
 - c. Recruits and supervises interns, as available, to create and facilitate nutrition education activities and conduct research as needed for programs.
3. Model Yolo Food Bank core values and organizational culture in all work efforts.

Other Duties and Responsibilities:

1. Represents the Yolo Food Bank at meetings, events and presentations, as needed.
2. Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities Required:

1. Drives own or Yolo Food Bank transportation up to ten (10) hours per week, primarily to to pick up and deliver donated product for distribution, conduct site visits or attend meetings, as needed.
2. Strong work and team ethic; able to work effectively with a diverse community of staff, peers, volunteers (including those with court-assigned community service), and clients.
3. Able to understand and analyze complex organizational systems, technical data and reports and make logical recommendations.
4. Proficient in Microsoft Office (Word, Excel, and electronic email,).
5. Excellent communication (written and oral), business writing and presentation skills.
6. Strong planning, decision-making and organizing skills
7. Strong focus on details and accuracy in all aspects of duties.
8. Proficient in learning and using electronic systems and databases.
9. Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
10. Able to provide clear work direction to volunteers and site Leads as needed and to provide useful performance feedback to the Volunteer and Food Drive Coordinator.
11. Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
12. Able to work positively and effectively with difficult stakeholders (internal and external) in person or over the phone.
13. Able to work independently with little supervision.

Minimum Experience and Education:

1. Experience organizing and coordinating projects among different groups; knowledge and/or experience with general nutrition, volunteer coordination and event planning.

Preferred Experience and Education:

1. One year's experience in program management, supervision of volunteers or interns
2. One year's experience in grant reporting, food distribution, and nutrition education.
3. Working knowledge of public health impact of hunger and malnutrition.
4. Ability to speak Spanish, Russian or Mandarin.

Certificates and Licenses:

1. Valid California driver's license and proof of insurance.
2. Obtain Food Safety Certification within 30 days of work start date.

WORKING CONDITIONS / PHYSICAL AND NON-PHYSICAL REQUIREMENTS:

1. Regularly stand (50%) and walk (25%), often on concrete surfaces.
2. Regularly sit (25-50%), including at desk or while driving own vehicle or Food Bank truck.
3. Regularly lift up to 40 pounds; occasionally up to 50 pounds.
4. Occasionally bend, stoop, kneel, crouch, crawl, climb, reach, and balance.
5. Occasionally push and pull up to 20 pounds, including pallet jacks carrying over 2,000 pounds.

6. Occasionally work in a dusty and noisy environment due to motorized vehicle traffic in the warehouse or at distribution sites
7. Frequent repetitive hand motion, grasping and fine hand manipulation up to four hours per day, primarily for key boarding and some handwriting.
8. Hear and correctly understand face-to-face and telephone conversations up to four hours per day.
9. Speak clearly and correctly face-to-face or over the telephone up to four hours per day.
10. Frequently work positively, effectively and efficiently with internal and external customers in person and over the telephone.
11. Often work in extreme temperature variations. Facility entrances may be open and work conditions at the warehouse or food distribution sites can be very hot during the summer months and very cold during the winter.
12. Work occasionally outside, exposed to the elements.
13. May be exposed to spoiled food and sharp objects due to working with damaged product.

Yolo Food Bank is an Equal Opportunity Employer.