



EMPLOYMENT OPPORTUNITY

Programs Coordinator

Do you want to change lives? Do you want to work where every day you help hundreds of people in need and with team members always there to help you? Can you organize and coordinate a variety of projects among different groups as well as research, develop, implement, and assess safe and effective procedures? Then we invite you to join our growing Programs team!

POSITION SUMMARY

Working as part of a team, this position oversees programs charged with distributing donated foods to adults, families, school children and seniors in close coordination with partner organizations and colleagues. This position ensures that goals for each program are met and best practices maintained at each distribution opportunity, whether via off-site distribution events coordinated with partner organizations or via home delivery coordinated with volunteers and/or partner organizations; collects and provides data for progress reports; and develops and coordinates nutrition education information and activities. Spanish or Russian fluency preferred.

ABOUT YOLO FOOD BANK

In executing its mission to end hunger and malnutrition in Yolo County, YFB positively impacts the lives of more than 44,000 people who live in poverty in Yolo County. We provide for 55,000 food distribution visits each month at more than 80 locations via a network of 200 partnerships with food donors, distribution sites and relationships with 72 local nonprofit organizations. This work is propelled from our 42,000 square foot food recovery warehouse and operations facility. The facility offers the potential to meet the full food security need of Yolo County, and to simultaneously shift the nutritional paradigm of the community. Not only is YFB's mission to end hunger and malnutrition in Yolo County, YFB plays a vital role in advancing the quality of life for all who live and do business in Yolo County.

Visit our website for details on our programs and impact: www.yolofoodbank.org.

KEY RESPONSIBILITIES

1. Oversee distribution events and home-delivery programs.
 - a. Develop and maintain relationships with partner organizations to host their own distribution programs.
 - b. Exercise independent judgement by researching best practices and develops, implement and assess policies and standard operating procedures related to distribution events and delivery programs to ensure program goals are met safely, efficiently and effectively.
 - c. Develop and implement food delivery programs to designated populations, such as seniors or individuals experiencing homeless.
 - d. Work collaboratively with Operations staff to coordinate food delivery, product orders, and allocations so that optimal quality and variety of food is available for distribution.
 - e. Work collaboratively with Volunteer Coordinators and volunteer site Leads to recruit and train assigned volunteers as well as partner organization staff to help with food distribution.
 - f. Ensure food is being distributed safely and equitably by visiting distribution sites or participating in ride-alongs during food deliveries at least semi-annually.
 - g. Work closely with site Leads to ensure information at distribution events is accurate and client needs are being met as well as ensures needed resources, such as program supplies, are available.
 - h. Collect data from various sources for use in progress reports to granting agencies, partners, and the community and for internal use.
 - i. Acquire accurate data monthly and maintains electronic and hard copy records of programs' activities.
 - j. Serve as back-up distribution site Lead or assists in food delivery program as needed.

- k. Collaborate with colleagues to secure local produce sources for programs.
 - l. Coordinate and communicates logistical changes with internal departments and volunteers.
2. Coordinate nutrition education:
 - a. Create, coordinate and implement nutrition education activities and information for designated groups, such as adults, families, children, or seniors to be conducted during distribution events or incorporated into food delivery programs.
 - b. Recruit and supervise 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.

QUALIFICATIONS & EXPERIENCE

The ideal candidate will possess the following experience, skills and personal attributes:

- Valid California Commercial Driver's License and proof of insurance.
- Experience organizing and coordinating projects among different groups; knowledge and/or experience with general nutrition, volunteer coordination and event planning; experience researching, developing, implementing, and/or assessing procedures so others can perform duties safely, efficiently and effectively.
- Drive 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.
- 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.
- Able to understand and analyze complex organizational systems, technical data and reports and make logical recommendations.
- Proficient in Microsoft Office (Word, Excel, and electronic email).
- Excellent oral communication, business writing and presentation skills.
- Strong planning, decision-making and organizing skills
- Strong focus on details and accuracy in all aspects of duties.
- Proficient in learning and using electronic systems and databases.
- Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
- Able to provide clear work direction to interns, volunteers and site Leads as needed and to provide useful performance feedback to the Volunteer Coordinators.
- Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
- Able to work positively and effectively with difficult stakeholders (internal and external) in person or over the phone.
- Able to work independently with little supervision.
- This position is full time Monday-Friday, 8:30am – 5:00pm, with occasional Saturday and before/after-hours work required.

COMPENSATION & BENEFITS

Salary range is \$18-\$23 per hour, plus benefits including quarterly bonus opportunity, 4 weeks Paid Time Off, 10 paid holidays, medical and dental insurance, 403(b) retirement plan match, Flexible Spending Account, and employer-paid life insurance and Employee Assistance Program.

APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest with Programs Coordinator and your last name in the subject line to **Lorna Carriveau, Human Resources Adviser, Lorna @yolofoodbank.org**. Applicant screening will be ongoing until the position is filled as the goal is to complete the recruitment process at the earliest opportunity and welcome a new Programs team member as soon as possible.

YFB is an Equal Opportunity Employer.