



Position Title:	Programs Coordinator
Department:	Programs
Reports to:	Senior Programs Manager
Type:	Full-time, Non-exempt, Temporary
Date:	December 28, 2017

Purpose of Position: To create, build, and promote working partnerships with schools, community groups, non-profit agencies, faith-based organizations, and the community at large in order to increase the distribution of food through existing REFB programs.

Duties and Responsibilities:

- Diabetes Wellness Program Support
 - Assist in signing up new participants, updating files in the database and providing referrals to site distributions
- Produce Pantry
 - Assist with site visits and volunteer support at over 30+ Produce Pantry distributions
- Senior Basket
 - Assist at site distributions with sign ins, volunteer support and overall site management, including paperwork and data entry
 - Assist with nutritional education inserts for food boxes
- Harvest Pantry
 - Assist with nutrition education as needed at weekly site distributions
- School Pantry
 - Assist in program startup and close down, compliance, menu oversight, data tracking oversight, update Primarius weekly, process improvement, and evaluation
 - Assist in program coordination and promotion at 20 SP sites (10 SP and 10 SP Lite), visiting weekly distributions during the school year
- Afterschool Café
 - Assist in monitoring sites three times annually
- Summer Lunch
 - Assist in training site volunteers, site monitoring, data entry and daily order completion.
- Food Connections
 - Provide bilingual support in the Food Connections office as needed, in terms of phone coverage, assisting walk-in clients and up-to-date recordkeeping of activities.
 - Assist Spanish-speakers with all food program eligibility requirements

Qualifications:

- Bilingual (fluent Spanish and English)
- Creative, energetic and well-organized person with strong interpersonal skills.
- High school diploma or GED and a college degree preferred.
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment
- Excellent oral and written communication skills.
- Ability to work with ethnically diverse communities, to work cooperatively and with flexibility.
- Ability to take the initiative, coordinate with others and follow through in a timely fashion.
- Able to lift 30 lbs. and work standing for 1-2 hours at a time.
- Excellent organizational skills to effectively and efficiently plan and execute a wide variety of tasks and manage people.
- Ability to speak effectively and comfortably in public and present on issues relating to food insecurity and the mission of the REFB.
- Computer literacy with experience in Microsoft Office applications - Word, Excel, Access, PowerPoint, Publisher and Google Docs/Drive/Gmail.
- Must have reliable automobile; traveling on the job as necessary.
- Must have valid California Driver's License.

The REFB offers an outstanding benefits package which includes medical, dental, a matching IRA savings plan and generous PTO (paid time off) and holidays.

If you meet these qualifications, please apply electronically by sending your resume with cover letter to refb.jobs@gmail.com with the job title in the subject line.