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<b>POSITION TITLE:</b>	Program Coordinator	<b>DATE:</b>	2/2023
<b>DEPARTMENT:</b>	Programs		
<b>REPORTS TO:</b>	Program Supervisor and/or Program Manager	<b>FLSA:</b>	Non-Exempt

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### **About the Redwood Empire Food Bank:**

Finding a great place to contribute your talent is a challenge so we thought we would share a bit about the Redwood Empire Food Bank, and why we choose to work here.

Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*. The challenge before us is enormous. We provide food to 100,000 people throughout the year (1 in 6 people!). We consider our efforts to be noble, and the fight just. We have a strong set of Core Values developed by and for our team: Cooperation, Bring the Joy, Civility, Innovation, Curiosity, and Seek Excellence to support our mission.

Now you know about us. We're excited to find out if you're the right one to join us in this most important work.

### **Job Summary:**

The Program Coordinator creates, builds and promotes working partnerships with community groups, nonprofit agencies, faith-based organizations, senior centers, housing developments and the community at large in order to increase the distribution of food through existing community food distributions. The Program Coordinator provides oversight to the Redwood Empire Food Bank food distributions primarily in Sonoma, but includes Lake and Mendocino Counties.

### **Major Responsibilities and Essential Functions:**

- Cultivate and maintain relationships with community centers, senior centers, churches, non-profit organizations and housing developments to set up community food distributions
- Lead all aspects of food distributions, including site management, data entry and creating orders, client database management, volunteer recruitment and training and provide excellent customer service to volunteers and participants
- Assist in Redwood Empire Food Bank expansion and development of new sites, including cultivating relationships with housing managers, volunteers, partners and community service coordinators

## **Skills and Qualifications:**

### Minimum Qualifications:

- Creative, energetic and well-organized person with strong interpersonal skills
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment
- Ability to process data with a high level of accuracy
- Excellent oral and written communication skills
- Bilingual in Spanish and English
- Ability to work with a diversified community, to work cooperatively and with flexibility
- Ability to take the initiative, coordinate with others and follow through in a timely fashion
- 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 Redwood Empire Food Bank
- Computer literacy with experience in Microsoft Word and Google Suite
- Must have reliable automobile; traveling on the job as necessary
- Must have valid California Driver's License
- Must be able to travel in tri-county area (Mendocino, Lake and Sonoma Counties)

### Preferred Qualifications:

- BA or equivalent work experience

### **Working Environment and Physical Demands**

- Ability to lift 30 lbs. and work standing for 7-8 hours at a time
- Ability to work at a computer station 3-4 hours per day
- Ability to work in inclement weather (rain and heat)
- Must have a clean driving record and be able to travel without assistance to offsite distribution sites
- Ability to fully communicate with participants in English and Spanish
- Ability to communicate clearly and articulately by phone and email with participants, volunteers and partner organizations

## **SHARED COLLECTIVE RESPONSIBILITIES**

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur
- Act with honesty, trust and transparency and deliver on my commitments
- Be present for the people who work in front of me today
- Maintain an open mind and be open to different points of view
- Consistently seek to do better and offer my best self
- Practice empathy and understanding with all people
- Learn from failure, mine and others

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested to report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.