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<b>POSITION</b>	Daily Essentials Coordinator	<b>DATE:</b>	11/2021
<b>TITLE:</b>			
<b>DEPARTMENT:</b>	Programs		
<b>REPORTS TO:</b>	Director of Programs	<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 Daily Essentials Coordinator provides support to all aspects of the Daily Essentials program. The position leads overall administration and oversight of programmatic activities. The Daily Essentials Coordinator represents the program to a network of community-based organizations, the general public, donors and staff. The Daily Essentials Coordinator creates, builds and promotes working partnerships with community groups, nonprofit agencies, faith-based organizations, community centers, family resource centers, schools, health care partnerships, housing developments and the community at large.

The Daily Essentials Coordinator implements and maintains a network of partners distributing diapers, ensuring program compliance through effective monitoring, monthly and quarterly reporting, as well as ongoing evaluation of the program. The coordinator may assist with grant proposals, projections, data collection and reporting, as well as communication around the Daily Essentials program.

The goal of the Daily Essentials program is to increase access to basic needs in addition to groceries. The Daily Essentials Coordinator is detail oriented, a self-starter who has a 'can-do' attitude and has a knack for building relationships. The individual has experience convening groups, is comfortable talking to large groups of people

and detail oriented to conduct outreach and onboarding, coordinate orders and activities, as well as ongoing compliance and reporting. The Daily Essentials Coordinator is passionate about our mission, driven, persuasive, customer service focused, and eager to serve low income households throughout our service region.

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

- Cultivate and maintain relationships with community centers, healthcare partners, senior centers, faith-based organizations, schools, non-profit partners, family resource centers and housing developments to set up diaper distributions and activities
- Work closely with the Partner Development Manager to engage with the existing Feeding America partnerships, as well as develop new Daily Essentials partnerships
- Develop Daily Essentials program material, procedures, reporting requirements and ongoing compliance and evaluation
- Compile and report on Daily Essentials activities, participation and projections
- Coordinates Diaper Drives with public, private and nonprofit organizations, in partnership with the internal Development team
- Plan, develop and direct projects related to the Daily Essentials Program
- Lead all aspects of diaper and 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 REFB 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
- Strong and effective use of customer service techniques to partners and participants
- Ability to work cooperatively with a diverse community
- 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 variety of tasks and communicate with colleagues, partners and participants
- Experience with principles and techniques of data collection, statistical analysis and presentation of data
- 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
- Model and articulate the Redwood Empire Food Bank's commitment to

- diversity, excellence and professionalism in all facets of our work
- Computer literacy with experience in Microsoft Word, Excel, PowerPoint, Adobe Reader, Google Suite and CRM data systems
  - Must have reliable automobile; traveling on the job as necessary
  - Must have valid California Driver's License
  - Must have own vehicle for transportation (and reimbursement of mileage)
  - Must be able to travel in the Redwood Empire Food Bank region (Sonoma, Lake, Mendocino, Humboldt and Del Norte Counties)

Preferred Qualifications:

- BA or equivalent work experience with progressively responsible experience or an equivalent combination of training and experience.
- Bilingual in Spanish and English

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 7-8 hours per day
- Ability to work in inclement weather (rain and heat)