



## Data Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

### **POSITION DESCRIPTION**

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The Data Coordinator is a new position with Sacramento Food Bank & Family Services (SFBFS). This position will oversee SFBFS' food access client data tracking efforts. This position will work with partner agencies to implement technology that will collect/analyze client-level data. This position will utilize collected data with key stakeholders and will provide insights for increasing food access in Sacramento County. The Data Coordinator will provide data related trainings to partner agencies and applicable SFBFS staff.

The Data Coordinator will (including but not limited to):

- Maintain food access client tracking databases, including tracking and managing client data and statistics
- Serve as a liaison between SFBFS and its partner agencies regarding client-data tracking and oversee the relationship between SFBFS and the food access client tracking software developer
- Train and provide technical assistance to applicable SFBFS staff and partner agencies on how to utilize client data tracking software and complete feeding reports
- Develop training materials related to food access client data tracking
- Use statistical methods to analyze data and create business reports for a variety of key stakeholders
- Perform data entry and ongoing database cleanup when necessary, including troubleshooting and addressing data inconsistencies
- Work with other SFBFS departments to identify and outline specific data needs for projects

### **MINIMUM SKILLS AND EXPERIENCE REQUIRED**

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- Bachelor's degree or equivalent combination of education, training and experience in data collection/analysis
- Prior experience with implementing trainings for adult audience
- Prior experience with digital record retention, basic statistical analysis and reporting
- Strong analytical skills, detail-oriented, excellent written and verbal communication skills and desired focus in data oriented role
- Comfortable working in the community (approximately a third of the time will be spent in the field)

### **POSITION DETAILS**

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- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed (SFBFS' Food Bank campus location)
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: [www.sacramentofoodbank.org/employment](http://www.sacramentofoodbank.org/employment)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**