

Job Title: Child Programs and EH (Extra Helpings) Administrator
Department: Programs Department
Reports To: Program Manager
Classification: Regular, Full-time, Non-Exempt
Location: Concord, CA

Through the Farm 2 Kids Program, the Food Bank provides fresh fruits and vegetables to children whose families cannot afford to keep food on the table. As produce is perishable and expensive, many families have trouble feeding their kids the nutrients that are essential for developing children. Every week, Farm 2 Kids provides 3-5 pounds of fresh produce to more than 9,000 children in 92 after school programs in Contra Costa and Solano counties. Over 50% of the students in these schools receive free or reduced cost school lunches, meaning at least half of the households in the school are considered low-income by the federal government. The School Pantry program is an on-site pantry located at middle and high schools throughout Contra Costa and Solano counties. Students are provided bags of canned goods, produce and bread on an as-needed basis.

The Child Programs and EH Administrator coordinates the Farm 2 Kids Program and School Pantry Program by working closely with school districts in Contra Costa and Solano Counties.

Additionally, the Child Programs and EH Administrator coordinates the Extra Helpings program; a program for chronically ill individuals in Contra Costa County. Twice a month, the Food Bank provides recipients receiving case management services through Contra Costa County Public Health with nutritious food.

Essential Duties and Responsibilities

- Work to maintain the Farm 2 Kids Program and the School Pantry Program in Contra Costa and Solano Counties.
- Inform the warehouse manager of delivery requirements and schedules and ensure food delivery and distribution happens in a safe, equitable manner; handle customer complaints, etc.
- Establish relationships with representatives from each school district and after school program.
- Visit each program site once per year.
- Develop Farm 2 Kids and School Pantry as a channel for communicating information about Food Bank Programs, CalFresh Outreach, Earn It Keep it Save It! and other appropriate programs that offer support to low income families.
- Create a newsletter for after school providers participating in the Farm 2 Kids program to promote best practices and nutrition education.
- Complete bimonthly food orders for the Extra Helpings program, incorporating client feedback and suggestions.
- Run Extra Helpings distributions at four locations, enter client data into the State database, and conduct quarterly client satisfaction surveys.
- Other duties as assigned.

Qualifications

- Bachelor's degree and one to two years related experience and/or training; or equivalent combination of education and experience.
- Valid CA driver's license and insurance and ability to be covered under the Food Bank's auto insurance policy.
- Ability to occasionally lift up to 50 lbs., such as bagged potatoes and onions
- Ability to regularly climb stairs.
- High level of proficiency with MS Office (Word and Excel) and order processing systems.
- Ability to write routine reports and correspondence.
- A high level of professionalism with solid interpersonal and client service skills.
- Treats people with respect; inspires the trust of others; works with integrity; upholds organizational values.
- Ability to synthesize and explain complex or diverse information, such as policy and impact.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics where only limited standardization exists.
- Basic math skills including ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Additional Information

This position requires ability to work some nights and weekends, outdoors, and in low income areas. Job duties are 60% office and 40% field work. Use of personal vehicle required with mileage reimbursed at the standard federal rate. In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "Child Programs and EH Administrator." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer