



CALIFORNIA ASSOCIATION OF FOOD BANKS

Position: **Partner Engagement Coordinator,
CalFresh Program**
Location: Remote through 2021;
Downtown Oakland in 2022

Overview

California Association of Food Banks (CAFB) is an Oakland-based 501 (c) 3 with a mission to end hunger in California. We represent the interests of our 41 member food banks throughout the state and engage in policy advocacy to address the root causes of hunger and work towards a hunger-free future.

In rising to the historic hunger crisis in our state, with food insecurity affecting 8-10 million through the pandemic and remaining critically high, CAFB has grown, and with it, so has our development program. Our grants portfolio has nearly doubled and we are implementing new strategies to retain a circle of individual donors.

Position

The Partner Engagement Coordinator is a new position responsible for engaging and strengthening CAFB's network of CalFresh outreach partners through interactive trainings, webinars, and community building events.

Duties & Responsibilities

- Develop and implement impactful programming and events to strengthen the outreach worker community by fostering relationship building, sharing of ideas, capacity building, and mentorship to new outreach workers
- Evaluate programming to determine effectiveness and implement changes when necessary
- Collaborate with the programs team to develop and provide network trainings & workshops
- Manage the email outreach worker list-serv to ensure that all questions are responded to and post regular questions to keep conversations going
- Provide CalFresh-related technical assistance, troubleshooting, and thought partnership to CAFB partners, stakeholders, and the public
- Advocate for improved access to CalFresh by identifying and evaluating trends
- Increase access to CalFresh by contributing to language justice work in providing accurate and timely translation of complex concepts into plain language in English and a second language
- Recruit new partners, as appropriate
- Other duties as assigned

Qualifications

- Experience with partner engagement, meeting facilitation and hosting capacity and community building events;
- Familiarity with adult learning concepts and experience leading interactive trainings & workshops;

- Lived experience with safety net programs like CalFresh, MediCal, WIC or navigating government run systems, CalFresh outreach experience, and/or previous work with low-income communities a plus;
- Bilingual with ability to speak, read and write in a second language (preferred but not limited to Arabic, Cantonese, Mandarin, Vietnamese, Tagalog, Russian, Spanish);
- Excellent written and verbal communication skills;
- Ability to develop effective working relationships;
- Outstanding organizational skills and attention to detail;
- Ability to perform work accurately, thoroughly, and effectively with minimal supervision;
- Demonstrated proactive approach to continuous improvement and ownership of processes & projects;
- Ability to meet deadlines and independently manage multiple tasks;
- Timely follow-through and flexibility to adapt to changing needs and priorities;
- Demonstrated proficiency with Microsoft Word, Excel, Outlook, and PowerPoint;
- Ability to maintain confidentiality and exercise good judgement;
- At least three years' experience in an office environment;
- Ability to travel (when it's safe to do so);
- Commitment to CAFB's mission.

Location

We're a small but mighty staff of 30+, working in a classic old building in downtown Oakland — conveniently located near the 19th Street BART station. Both the building and the office are ADA accessible. However, we are in a virtual office environment and look to transition back to the office in January 2022.

Reports to: CalFresh Outreach Manager

Employment Type: Full-time, exempt, 37.5 hours per week

Compensation range: \$58,000-\$63,000, depending on experience and skills

Benefits package includes employer-paid health, disability & life insurance, plus cash allowance for dependents or additional coverage; FSA/HSA & commuter benefits options; contribution to retirement account (5%); and competitive vacation/holiday schedule.

Apply

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.

Application link: https://cafb.formstack.com/forms/partner_engagement_coordinator

About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.