



Capacity Building Coordinator

This position will join California Association of Food Banks' Programs team. We partner with 50+ organizations who are helping members of their communities learn about, apply for, and keep their CalFresh benefits. CAFB strives to provide partners with tools, training, information, and support so they can provide timely, accurate services to the people in their communities and to improve Californians' access to CalFresh. Partners are located throughout California and vary from food banks to community clinics, resource centers and other nonprofits.

Position Description

The Capacity Building Coordinator is a new position responsible for engaging and strengthening CAFB's network of CalFresh outreach partners. This position is ideal for someone who loves creative thinking, working in a team, and is committed to continuous learning and improvement. The Capacity Building Coordinator will focus on fostering relationships and increasing partner effectiveness through training, mentoring, technical assistance and community building. While there are no management or supervision responsibilities, the Capacity Building Coordinator will be a leader in building capacity in a statewide network of CalFresh outreach workers.

Responsibilities

- I. Capacity Building (80%)
 - Assess capacity building needs of the network and identify priority areas and programmatic goals
 - Develop and implement impactful programming to strengthen the outreach worker community by fostering relationship building, sharing of ideas, capacity building, and mentorship to new outreach workers
 - Provide convening opportunities, workshops and trainings across many topics such as outreach skills, CalFresh eligibility, leadership development, equity and inclusion, program design and management
 - Facilitate peer learning opportunities in a way that empowers partners and promotes equity and inclusion
 - Utilize in-person and long-distance strategies to deliver support and programming
 - Proactively support partners' individual program development by connecting partners with resources, answering CalFresh eligibility questions, providing thought partnership and other technical assistance
 - Identify and engage partners that are in need of support or unengaged to provide resources and coaching that is aligned with their unique needs
 - Manage the CalFresh outreach worker email list-serve to ensure that all questions are responded to and to keep conversations going

- Gather feedback for improvement, evaluate programming effectiveness and implement changes as needed
- II. Improve CalFresh Access (15%)
 - Identify and elevate trends and barriers to CalFresh access
 - Contribute to language justice work by providing accurate and timely translation of complex concepts into plain language in English and a second language
 - Respond to CalFresh inquiries from the public by providing information and connecting to a local partner for assistance
 - Recruit new partners, as needed
- III. Organization-wide responsibilities (5%)
 - Support the mission and values of CAFB
 - Participate in staff meetings, ad hoc or organization-wide committees or workgroups
 - Participate in professional development and anti-hunger conferences to attain and maintain competency
 - Take a team-centered and asset-based approach

Qualifications

The ideal candidate will bring strong interpersonal skills, experience in bringing people together, and excellent project coordination. We welcome a wide range of experiences and skills. The ideal candidate will have some of the following skills and experiences:

- Experience with
 - Nonprofit engagement and network building
 - In-person and virtual meeting facilitation and hosting skills
 - Hosting capacity and community building events
 - Leading interactive trainings and workshops
 - Mentoring and supporting leaders in their growth and development
 - Adult learning concepts
 - Project oversight and coordination
 - Developing resources, toolkits and other materials
 - BIPOC communities
 - Low-income households
 - Community outreach
 - Lived experience with safety net programs such as CalFresh, MediCal, WIC or navigating government-run systems
- Ability to
 - Develop deep trusting relationships with diverse individuals
 - Be flexible and adaptable
 - Communicate clearly using plain everyday words
 - Listen to what is being said and not said
 - Take initiative, ownership and generate creative solutions to challenges
 - Work independently with minimal supervision to meet deadlines and manage tasks
 - Provide timely follow-through
 - Speak, read and write in a second language (preferred but not limited to Arabic, Cantonese, Mandarin, Vietnamese, Tagalog, Russian, Spanish);
 - Travel once it's safe to do

- Proficiently use Microsoft office applications and other digital platforms such as Salesforce, Asana, etc.

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. We are in a virtual office environment and will transition to a hybrid work environment in May 2022, based on guidance of local health regulations.

Reports to

- CalFresh Outreach Program Manager
- Works closely with Director of Programs, Program Manager and the Administrative Assistant

Employment Type

- Full-time, exempt, 37.5 hours per week
- Compensation: \$58,000-\$63,000, depending on experience
- Benefits include employer-paid health, disability & life insurance, plus allowance for dependents or additional coverage; FSA/HSA & commuter benefits options; contribution to retirement account (5%); and competitive vacation/holiday schedule.

To Apply

Please submit your cover letter and resume to the application link below. All applications submitted by our priority deadline will be reviewed. Afterwards, applications will be reviewed on a rolling basis, as needed. Interviews will take place in April with a target hiring date of May 31, 2022. There is flexibility for the right candidate.

- Application link: https://cafb.formstack.com/forms/capacity_building_coordinator
- Priority application deadline: April 29, 2022

About California Association of Food Banks

Join us in creating a California where every person has the nourishment they need to thrive. We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to feed our communities.

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.