



Project Manager

Position Description

The California Association of Food Banks' Farm to Family Project Manager is responsible for managing the USDA Local Food Purchase Assistance (LFPA) program ensuring all the program goals are executed and reported per CDSS policy.

Responsibilities

- Assist in the hiring process and staff development for the LFPA program.
- Administering the Invoicing Process through NetSuite for timely payables to farmers and aggregators.
- Manage LFPA portion of NetSuite, making sure contacts, items, dimensions, etc. are accurate and maintained for farmers and aggregators.
- Communicate with participating food banks on a regular basis confirming their satisfaction with the program.
- Coordinate with Partners as appropriate throughout the life of the program.
- Manage resolution of operational issues with partners, farmers and aggregators
- Monthly analysis of the program to support achievement of established metrics.
- Conduct audits & analysis as requested.
- Coordinate with Finance on CDSS reporting.
- Participate in end of program case study with lessons learned and sustainability analysis.
- Other job duties as necessary and assigned.

Qualifications

- Bachelor's degree preferred but not required.
- Food purchasing experience.
- Computer proficiency, specifically Microsoft Outlook, Word, Excel and NetSuite.
- Quick learner with good listening skills.
- Attention to detail and accuracy.
- Good organizational and time management skills.
- Excellent professional written and verbal communication skills, as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB.
- Ability to work in high volume, time-critical processing environment.
- 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. The building is ADA accessible.

Reports to: Director of Farm to Family

Employment Type: Full-time or Part-time, non-exempt

Benefits: 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.

[Application link: https://fs10.formsite.com/cafb2/ProjectManagerF2F2022/index.html](https://fs10.formsite.com/cafb2/ProjectManagerF2F2022/index.html)

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 voices 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.