



Partner Agency & Community Engagement 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.

POSITION DESCRIPTION

The Partner Agency & Community Engagement (PACE) Coordinator improves food access for Sacramento County residents through maintaining and building of partnerships with community groups, food pantries, congregate meal sites, faith-based organizations, and local housing complexes. This position works collaboratively with a network of more than 120 community partners to provide day-to-day support and capacity building opportunities that includes mentorship, trainings, and connection to resources.

The PACE Coordinator is responsible for the following (including but not limited to):

- Maintain relationships with existing community partners and cultivate partnerships with additional community organizations
- Assist in coordination of capacity building opportunities for community partners that may include mentorship, trainings, and connection to resources
- Facilitate ongoing collaboration among Sacramento Food Bank & Family Services' network of emergency food providers
- Provide community partners onsite assistance and training, as needed
- Conduct site visits of distributions facilitated by community partners to ensure products are being distributed safely and according to program requirements
- Serve as a liaison between program staff, operational staff, and community partners to support seamless execution of food distribution activities
- Other duties as assigned

REQUIREMENTS

- Bachelor's degree; or two-to-three years of related work experience
- Excellent written and verbal communication skills
- Ability to:
 - Maintain and develop relationships with a diverse population
 - Take initiative and work independently with limited supervision
 - Effectively manage multiple projects simultaneously
 - Be solution-focused when responding to challenges and unanticipated events
 - Maintain accurate records
 - Obtain/maintain Food Handler certification
- Willingness to cross-train
- Valid California driver's license and insurance

POSITION DETAILS

- Full time, hourly non-exempt; Monday through Friday with occasional weekends, nights and holidays
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more

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