



Farm to Family Coordinator, LFPA

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 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.

CAFB seeks a highly motivated Coordinator who will be responsible for coordinating data processing for the USDA Local Food Purchase Assistance (LFPA) Program, ensuring all the orders are prepared in accordance with Farm to Family process and grant deliverables. The ideal candidate will be highly organized, detail-oriented and have the ability to work well in a fast-paced environment.

Responsibilities:

- Owns segment of CAFB ERP System (NetSuite) relevant to the LFPA Program ensuring up-to-date maintenance of aggregator/farmer profiles and items offered for solicitation (type/ weight/pack scheme/cost)
- Administers the order entry and invoicing process through NetSuite for timely payables to farmers/aggregators and food banks
- Coordinate and validates orders with farmers/aggregators on regular schedule to maintain program consistency and flow. Establish and maintain tracking tool for record integrity
- Communicate and assists with the resolution of operational issues with partners, farmers/aggregators and food banks
- Create and maintain the LFPA portion of NetSuite; making sure contacts, items, dimensions, etc. are accurate and maintained for farmers and aggregators
- Provides information pertinent to report outs required for LFPA program
- Maintain professional communication with food banks and vendors
- Other job duties as necessary and assigned.

Qualifications:

- Bachelor's degree preferred but not required
- Computer proficiency, specifically Microsoft Office; NetSuite preferred
- Quick learner and good listening skills

- Attention to detail and accuracy
- 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
- Good organizational and time management skills; multi-tasking
- 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. We are an office-based team working with the option for a hybrid work environment.

Reports to:

- Senior Project Manager, LFPA

Employment Type:

- Full-time, Non-exempt, 37.5 hours per week
- Compensation Range: \$27.00-32.00/hour, based on experience within job requirements.
- Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

To 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 will be accepted until the position is filled.

Application link: <https://fs10.formsite.com/cafb2/o9gxhwsk5y/index.html>

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 a 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.