



Logistics Coordinator, Direct to Client Distribution (Home Delivery Program)

Do you...

- Understand the daily needs of — and care deeply about — low income communities in Alameda County?
- Relish the opportunity to be out and working with these communities every day?
- Have a passion for maintaining and improving community programs?
- Desire to help serve vulnerable members of our community?
- Dream of working at a place with generous benefits that places a premium on professional development?

If you have answered “YES!” to any of these questions, the Alameda County Community Food Bank urges you to apply to be our next **Logistics Coordinator, Direct to Client Distribution**.

Our Programs Department is the link between the Food Bank and the food insecure residents of Alameda County — and the Logistics Coordinator, Direct to Client Distribution helps serve vulnerable residents facing the greatest need. The Coordinator will lead execution for our new Home Delivery Program working with county residents in need of emergency assistance. As the program is scaling, 30-50% of daily activities may include supporting a variety of other food distribution programs including our Community Market and/or Drive-Through Model Distributions.

The ideal person for this role will be organized, with good communication skills and attention to detail. This role will collaborate with multiple Food Bank teams, to help ensure they are all working on concert. Flexibility, resiliency, and experience working with people from diverse ethnic, economic, and religious backgrounds are a must.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We’re changing lives ... we’re forward thinkers who encourage innovation ... we’re proud of our work ... and we’re having fun doing it!

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- Minimum of 2 years’ relevant and successful work experience, preferably in a non-profit, high-volume retail or professional service environment.
- Knowledge of food safety standards
- Ability to develop and maintain collaborative and professional relationships.
- Computer skills including MS Office Suite (Word, Excel, Outlook, etc.) and database work.
- Ability to prioritize and handle simultaneous assignments in a fast-paced environment
- High attention to detail coupled with strong mathematical skills.
- California Driver’s License with insurable driving record and access to reliable transportation.

Preferred Qualifications

- Bilingual English/Spanish
- ServSafe Handler certification

- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Experience working with community-based and faith-based organizations.
- Knowledge of and experience with issues related to hunger and poverty.
- Experience with emergency food programs, including successful home delivery programs.
- Experience in volunteer coordination, recruitment, retention and training.
- Familiarity with Alameda County's geographical area.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Detail-oriented, comfortable analyzing data and workflows for accuracy.
- Impeccable integrity and honesty.
- Ability to empathize with our clients and work effectively with people of diverse backgrounds/circumstances.
- A sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude.
- Strong work ethic with an orientation toward action, innovation and process improvement.
- Comfort in navigating difficult conversations; understands how to identify and address problems as they arise and ensure compliance with Food Bank regulations.
- Excellent judgement; knows how to take control of challenging situations, when operate independently, and when an issue needs to be elevated to a manager/supervisor.
- Service orientation, with the ability to work both independently and in a collaborative setting.

PHYSICAL REQUIREMENTS

This role is able to work a partial-remote schedule, but requires a minimum of 2 days per week on-site at our 7900 Edgewater Drive facility in Oakland. This position requires the abilities to: Move throughout the distribution site and Food Bank facility in the performance of duties; lift and carry up to 50 lbs.; bend, reach, move pallets and operate computer equipment.

COMPENSATION & BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (37.5 hours per week, one-hour unpaid lunch). The non-negotiable starting salary for this position is \$30.93 per hour (approximately \$60,300 annually). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 12 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please submit your resume and answer the application questions *on our careers page located at accfb.org/careers.*

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color,

religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: February 25, 2023