



## Program Coordinator (Diaper program)

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](http://www.sacramentofoodbank.org).

### POSITION DESCRIPTION

The Program Coordinator improves access to diapers and other daily essentials for Sacramento County families through supporting partnerships with community groups, food pantries, faith-based organizations, and health care providers.

The Program Coordinator will perform the following job functions (including but not limited to):

- Provide support and oversight to facilitate logistics of SFBFS' diaper distribution efforts. This includes:
  - Serving as the primary point of contact for diaper distribution partners regarding diaper orders, inventory, transportation/pick-up logistics, distribution, and reporting
  - Tracking and overseeing program activities and agency reporting
  - Collaborating with the Community Resource Manager on the evaluation of program objectives and grant reports
  - Maintaining relationships with existing community partners and cultivating partnerships with additional community organizations
  - Providing community partners onsite assistance and training, as needed
  - Conducting site visits of distributions facilitated by community partners to ensure products are being distributed safely and according to program requirements
  - With management support, oversee product inventory and allocations to community partners
  - Assist with developing and refining program materials, procedures, and reporting processes
- Other duties as assigned

### SKILLS REQUIRED

- Ability to provide support through increasing access to diapers, food, and other daily essentials
- Bachelor's degree or two years of related work experience
- Ability to:
  - Interpret and explain Food Access program policies and procedures
  - Communicate effectively orally and in writing
  - Maintain and develop relationships with a diverse population

### POSITION DETAILS

- Full-Time, non-exempt position (M-F), Food Bank Services campus
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more