



Capacity Building Coordinator (Job Posting)

Who are we?

The California Association of Food Banks (CAFB) is proud to amplify the voice of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41-member food banks in their work to feed our communities.

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.

CAFB's Program Department funds and supports a network of 60+ community-based organizations throughout California. These organizations help people in their communities gain access to food by applying for CalFresh, the state's largest anti-hunger program. While each partner organization has their own definition of success and unique needs to achieve their goals, all want to positively impact their communities.

Our Values:

- **Dedication**—We are committed to ending Hunger in CA, while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- **Inclusion**—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- **Collaboration**—We work with and support each other, our member food banks, partners, and the CA community.
- **Transparency**—We cultivate trust between each other and among our stakeholders through transparency.
- **Accountability**—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

What are we looking for?

Our Programs Team is seeking a strong candidate for the role of Capacity Building Coordinator. This role, in collaboration with the Programs team, draws from the experience of the network to put on monthly events that strengthen partner effectiveness. Events take place virtually and in person and vary in scope from training sessions to networking events to workshops with outside experts. Topics build on CalFresh knowledge and outreach skills, leadership development, equity and inclusion, and program design. The

Programs team values collaboration, positioning partners as experts, being strategic in programming, and presenting information in interactive ways.

This is a Full Time, Exempt role and the salary range is \$49,000-\$66,000. We are targeting a starting salary between \$57,000 - \$60,000.

What success looks like:

The ideal candidate will bring strong interpersonal skills, excellent project coordination, and a desire to be in a role that requires continuous learning. A successful candidate will understand how their work fits into the larger anti-hunger movement, be detail oriented, resourceful, and approach the work with humility, a willingness to learn from experiences, and a focus on customer service. Competitive candidates will have some of the following skills and experiences:

Responsibilities

- I. Network Capacity Building (90%)
 - Develop and Execute Capacity Building Events
 - Strategize with the Director of Programs and Programs Manager on planning and developing capacity building programming for the network
 - Develop event materials such as registration, agendas, presentation decks, handouts, and evaluations
 - Coordinate day of event logistics and follow up
 - Facilitate trainings, meetings, workshops and events
 - Tool Development and Management
 - Create and update slide decks, toolkits, websites, and other resources for the network that model plain language and can be easily adopted and adapted by partners
 - Manage an email list-serve, including inviting new partner staff to join, ensuring all questions get a response, and encouraging conversations to foster network community building
 - Partner Support
 - Answer CalFresh eligibility questions and connect to resources
 - Elevate requests for technical assistance in overcoming barriers and challenges to supervisor
 - Ongoing Development of Competencies to Improve Network Offerings
 - Proactively seek to develop knowledge and understanding of organizations in the network, their staff, program model, and activities
 - Continue to develop CalFresh eligibility, outreach, and application assistance knowledge, and stay abreast of policy changes
 - Participate in professional development opportunities and anti-hunger conferences
 - Observe the styles, methods, and activities of other trainers, presenters, and facilitators to adopt and incorporate successful techniques
 - Solicit partner feedback on capacity building activities, incorporate suggestions as needed, and address any partner barriers to participation
- II. Improve CalFresh access (5%)
 - Provide translation of complex concepts into plain language in English and a second language

- Elevate the experiences, successes, and challenges faced by partner organizations and their communities
- III. Organization and department wide responsibilities (5%)
 - Support the mission and values of CAFB
 - Participate in staff meetings, ad hoc or organization-wide committees or workgroups
 - Other tasks, as assigned

Qualifications

The ideal candidate will bring strong interpersonal skills, excellent project coordination, and a desire to be in a role that requires continuous learning. A successful candidate will understand how their work fits into the larger anti-hunger movement, be detail oriented, resourceful, and approach the work with humility, a willingness to learn from experiences, and a focus on customer service. Competitive candidates will have some of the following skills and experiences:

- Ability to
 - Develop deep trusting relationships with diverse individuals
 - Be flexible and adaptable
 - Communicate clearly using plain everyday words, check for understanding and ask clarifying questions
 - Work independently with minimal, remote supervision to meet deadlines and manage tasks
 - Provide timely follow-through and generate creative solutions to challenges
 - Speak, read and write in a second language (preferred but not limited to Arabic, Cantonese, Mandarin, Vietnamese, Tagalog, Russian, Spanish)
 - Proficiently use Microsoft office applications and other digital platforms such as Salesforce, Trello, etc.
 - Travel up to 15% of time
- Experience with
 - Nonprofit engagement and network building
 - In-person and virtual meeting facilitation
 - Leading interactive trainings and workshops
 - Mentoring and supporting leaders in their development
 - Adult learning theories and principles
 - Project oversight and coordination
 - Developing resources, including toolkits, slide decks, fact sheets, learning activities, etc.
 - BIPOC communities, low-income households, community outreach
 - Lived experience with safety net programs like CalFresh, MediCal, WIC or navigating government-run systems

Location

Based in Oakland with a hybrid work schedule, with Mondays and Wednesdays in office.

To Apply

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications accepted until position is filled.

Application link: <https://fs10.formsite.com/cafb2/tt puhro0sr/index>

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.