



## CAFB Job Posting

### Local Foods Purchase Agreement (LFPA) Coordinator

The California Association of Food Banks believes that food is more than just nourishment. Food is medicine, it is fuel for learning, it is a teacher of cultures, a convener of communities, and most of all, food is a fundamental right. And right now, 8 million Californians don't know where their next meal will come from. We are on a mission to change that.

We are proud to amplify the voices of food banks and of hungry Californians in our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and everywhere in between. We help drive public policies that enhance the safety net. We ensure that fresh produce and healthy proteins are accessible to all Californians. We connect hungry residents with nutrition programs. And of course, we support our 41 member food banks in their work to feed communities throughout our state.

Strategic and timely communication is core to the work of the California Association of Food Banks. As a statewide anti-hunger organization, we bring awareness to the pervasiveness of food insecurity throughout our state, educate about nutrition programs, activate around the policies impacting the nutrition safety net, and elevate the essential role food banks play in our society. As a membership organization, we ensure that food banks have the tools and resources they need to do what they do best: feed our 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 You'll Do

The CAFB LFPA Coordinator is primarily responsible for data processing for the USDA LFPA program, ensuring all the orders are prepared and invoiced following the LFPA process and grant deliverables.

- Manage CAFB ERP System (NetSuite) segment relevant to the LFPA Program, ensuring up-to-date maintenance of aggregator/farmer profiles and items offered for solicitation (type/ weight/pack scheme/cost).
- Serve as the administrator of the invoicing process for LFPA and the first line of training on the process for all prospective vendors.
- Issue LFPA purchase orders following agreed-upon flows between vendors and distributors.
- Retrieve information pertinent to invoicing and create packet folders for resolution and approval. Record farmer information with each transaction and update the shared subsidy sheet for monthly reporting.
- Establish and maintain an efficient tracking tool for record integrity and tracking grant spend down.
- Communicate and assist with the resolution of operational issues with partners, farmers/aggregators, and food banks
- Provide information pertinent to report-outs required for LFPA on a regular cadence.
- Maintain professional communication with food banks, community-based distributors and vendors.
- Other job duties as necessary and assigned.

## What You'll Bring

- Bachelor's degree preferred but not required
- Computer proficiency, specifically Google Docs, 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

Reports to: Senior Procurement Manager

## Employment Details

- Type: Full-Time, Non-Exempt with a standard 37.5-hour workweek
- Location: Downtown Oakland, CA with a hybrid work option open to working remotely 2-3 days per week with Wednesdays required on-site
  - Our headquarters are in a classic ADA-accessible building near the 19th Street BART station
- Compensation: \$27.07- \$36.62 base hourly pay (annual salary equivalent of \$52,787 - \$71,418), depending on experience with target compensation at the midpoint
- Benefits: We aim to offer competitive benefits, including generous employer-paid health, dental, and vision; retirement program contribution; life insurance; and PTO

## About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, 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. We aim 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.