



## **Project Manager (Part-time, Contractor)**

Hourly \$50/hr

Initial 10-month contract for average 60 hrs/month, with possibility of renewal

### Background

The California Association of Food Banks (CAFB) has a mission to end hunger in California. We partner with 41 member food banks across the state to feed our communities, while also working toward policy and systems change to prevent hunger in the first place.

### Project and Position Description

We are seeking one part-time Project Manager (Contractor) to support the launch of a catalyst program to increase food access for agricultural workers in Northern California. Over the course of five years, our goal is to work with member food banks in 10 eligible counties, starting in one region the first year and moving through additional counties or regions in subsequent years.

The program will have many components, including (for each county or region): a background landscape review of the local agricultural sector, identification and engagement of key stakeholders, convening of an advisory board, design and implementation of pilot initiatives, evaluation of relevant outcomes, and development of continuation plans and partnerships. The Project Manager will play a key role in the success of this program, working closely with CAFB staff, research partners, food banks, and community members with the aim of maximizing stakeholder engagement, sustainability, and impact.

### Scope of Work

The Project Manager will be responsible for

- Leading a landscape analysis of the agricultural community in a designated county or region of Northern California; i.e., documenting the size of the worker community, locations, languages spoken, cultural food needs, major employers, other key stakeholders and organizations, and relevant data or prior research findings;
- Engaging with agricultural workers in the design, implementation, evaluation, and dissemination of pilot initiatives impacting their communities;
- Convening a Project Advisory Board composed of community partners, food bank representatives, researchers, CAFB, and the funder; activities will include identifying and inviting key board members, setting agendas and facilitating meetings, maintaining communications, and performing other administrative actions as needed;
- Assisting with research and evaluation activities, including in-person data collection (surveys, focus groups) in English and Spanish;
- Writing reports and contributing to other materials to document activities and impact of the project;
- Performing other related tasks as needed for the success of the project.

### Qualifications

The ideal candidate will have the following:

- Fluency in English and Spanish, with strong spoken and written communication skills in both; knowledge of additional languages a plus;
- Previous professional or personal experience working with the agricultural sector, including farm workers, employers, organizers, and/or unions;
- Experience with convening and facilitating meetings;
- Experience collecting survey or focus group data;
- Knowledge of and interest in food security, food systems, and food assistance programs, including charitable food as well as public safety net programs (CalFresh, WIC, etc.);
- Strong organizational and administrative skills, ability to work well on teams, follow through on action items, and meet deadlines; and
- Commitment to the principles of social justice, equity, and access to food as a human right.

Contract will begin in June 2025 and cover an initial period of 10 months, with an anticipated average of 60 hours per month, although actual hours required will fluctuate depending on the stage of the project. Some hours will take place in evenings and/or weekends to accommodate community schedules. Contract may be renewed for subsequent engagements, depending on performance and availability of resources.

Our office is based in Oakland, CA but the position will be hybrid, with occasional office visits plus travel to participating counties in Northern California required. The Project Manager will need a valid driver's license, insurance, and access to a personal vehicle. Mileage and eligible travel expenses will be reimbursed.

### To apply:

If interested, please submit a cover letter and resume to [Research@cafoodbanks.org](mailto:Research@cafoodbanks.org). In your cover letter, describe your relevant experience, especially related to the agricultural sector, food systems, and food programs, and any prior experience with anti-hunger, social justice, or community-based organizations. Please also describe your language skills and confirm your availability during the anticipated contract period.

First review of applications will take place on May 21, 2025 and continue until the contract is awarded.