



Design Coordinator

- Are you looking for an exciting opportunity that will play an integral role in building a food justice incubator from the ground up at the Alameda County Community Food Bank?
- Are you willing to work at the intersection of design and food justice specifically where you use design thinking to address a systemic or equity-related challenge?"
- Do you want to apply your skills in bringing together diverse stakeholders with different relationships to power to help one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission?

If so, Alameda County Community Food Bank could be looking for *you* as our next Design Coordinator!

Position Summary:

The Design Coordinator is a member of the strategy team and will play a key role in supporting the creation of the food bank's new food justice incubator program. The Design Coordinator will join the Strategy Operations team and work on operationalizing Alameda County Community Food Bank's Vision 2030 and Theory of Change. This position will play a key role in supporting the creation of the food bank's new food justice incubator program. This role will work hands on in advancing ACCFB beyond outputs toward measurable systems change, root cause impact, and food justice outcomes.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest 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, justice and inclusion. Please learn more about our efforts at www.accfb.org.

Essential Duties and Responsibilities:

- Support liberatory design sprints for strategic projects, including communications and calendaring, both internal and external
- Outreach and coordination for neighbors, network, and community organization participation in food justice incubator programs
- Support running and collating design jams to build the incubator space and materials development.
- Design research and development of food justice incubator point of view and materials.
- Internal communication and engagement on liberatory design and food justice incubator projects across ACCFB internal departments
- Support evaluation of incubator projects.
- Support fundraising efforts to resource incubator projects.
- Coordination with People and Culture team to develop a practice of liberatory design and culture of innovation.
- All other duties as assigned.

Knowledge Skills and Abilities:

Required Competencies:

- Minimum of 2 years of experience with human-centered design or Masters in related design program.
- Minimum of 2 years of experience in project coordination, including a track record of successfully leading complex, cross-functional projects with multiple stakeholders
- Hands on experience designing and planning design sprints or related project/program management sprints.
- Expert time management and coordination skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Strong interpersonal communication skills: effective listener, writes clearly and informatively, seeks clarification by asking questions, knows when to say “I don’t know” or ask for help.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a range of audiences and technical abilities.
- Ability to establish credibility, trust and partnership at all levels of an organization.
- Intermediate to advanced computer skills in MS Office Suite (Word, Outlook, Excel, and PowerPoint).
- Intermediate to advanced public speaking skills, experience facilitating group training.
- Access to reliable transportation.

Preferred Qualifications:

- Experience in an environment with a variety of stakeholders and deeply rooted community values
- Understanding of (or interest in learning about) using design processes with an equity lens aimed at operationalizing antidotes to white supremacy culture and Liberatory Design principles.
- Experience with incubator models a plus
- Working knowledge of various productivity and collaboration tools such as Miro, Mural, Figma, etc.

PERSONAL ATTRIBUTES AND VALUES:

- Innovative self-starter and creative problem solver with a bias towards action
- Leader mindset thrives in a highly collaborative, consensus-driven team environment.
- Strong work ethic with an orientation toward equity, innovation and process improvement
- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank’s vision, mission and values of belonging, accountability, transparency, community and hope
- Impeccable integrity and honesty; ability to handle confidential information with great sensitivity.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work
- Ability to collaborate with colleagues in a proactive manner and effectively build strong relationships with internal stakeholders.
- Demonstrates respect for cultural differences and able to adeptly navigate organizational power dynamics.

PHYSICAL REQUIREMENTS:

This work is in an office environment. Physical activities necessary in the performance of this job include the abilities to: sit and work at a computer workstation for up to five hours at a time; move throughout the 118,000 sq ft. Food Bank facility in performance of duties; bend, lift and carry up to 30 lbs. on occasion; communicate in clear speaking voice in person, before large groups and over the phone.

UNION REPRESENTATION:

ACCFB is in partnership with and has an established labor union for a portion of our staff. **This position is presently NOT part of the labor union OPEIU Local 29, at this time. It may be added to the Union in the future.**

COMPENSATION AND BENEFITS:

Commented [MM1]: Suggesting a number of additions here requirements feel lacking in digital and soft skills required to be successful in this role. Feel free to cull/edit.

Commented [AP2R1]: These look good, thank you

This is a full-time, non-exempt position working 37.5 hours per week. This is a full-time non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5-hour workday, 1-hour unpaid lunch). The non-negotiable starting salary is \$35.32/hr. and approximately \$68,870.00 annually.

We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents on our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Generous vacation, sick and holiday leave accruals.
- 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 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

If you meet these qualifications and want to join our mission, please send 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.

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