



Paid Intern – Logistics Coordinator

Location: Downtown Oakland

Reports to: Associate Director of Farm to Family

Employment type: Hourly Intern, temporary, non-exempt, 37.5 hours weekly

The California Association of Food Banks (CAFB) was founded in 1995. Our mission is to end hunger in California, and our vision is a well-nourished and hunger-free California, where all people have enough food to lead a healthy life. We work with over 40 member food banks and 6,000 charities to serve more than 2 million low-income people throughout the state.

An internship with the Farm to Family (F2F) department will give you hands-on experience in learning and/or perfecting business practices, transportation, time and organizational management and communication skills.

This internship position will be responsible for the logistical aspects of produce distribution, including but not limited to transportation and data entry.

Responsibilities:

- Arrange and assign carriers to transport produce shipments;
- Notify transportation companies of assigned weekly loads;
- Develop relationships with carriers, food bank staff and shippers;
- Verify and maintain accurate information for carriers, food banks and shipping hours;
- Input details of booked loads, owner operator expenses/income, new carriers and driver plans;
- Communicate issues and/or concerns to the Associate Director of Farm to Family;
- Other job duties as necessary and assigned.

Qualifications:

- Bachelor's Degree preferred but not required;
- Strong Microsoft Excel and Word skills;
- Detail oriented with a high level of accuracy;
- Ability to work in a fast paced, time critical environment with heavy volume;
- Ability to work individually and as part of a team;
- Positive, professional oral and written communication skills;
- Good organizational and time management skills;
- Ability to see the big picture and work at a detailed level;
- Commitment to CAFB's mission.