

Job Title: College Food Pantry Coordinator
Department: Programs
Reports to: Programs Director
Classification: Regular, Non-exempt, Part-Time (20 hours per week)
Location: Concord, CA

Summary

The Food Bank of Contra Costa and Solano is engaging in a College Food Pantry Initiative across Contra Costa and Solano counties to establish campus food pantries at colleges throughout the community. The Food Bank is committed to ensuring all college students and their families have access to nutritious food.

Essential Duties and Responsibilities

- Seek out new local colleges to establish pantries on site. Work with current college pantry leaders to support and build capacity at their existing sites.
- Convene college pantry leaders regularly to learn and share with each other. Facilitate sharing of lessons learned and expertise among college pantry leaders.
- Work with college pantry leaders to integrate other food security programs such as CalFresh outreach into pantry operations.
- Communicate regularly with key Food Bank staff including Agency Relations, Program, Volunteer Services and Communications.
- Learn all facets of the Senior Food Program, Food for Children, Extra Helpings and Food Assistance Program in order to back up other Program Coordinators.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, education, or a similar human services field or one to three years related experience and/or training, required. An equivalent combination of education and experience, including qualified students enrolled in a college degree program, will be considered.
- Experience working with people in poverty and with community outreach work, preferred.
- The ability to wear many hats, be a team player and be proactive.
- Must have excellent verbal and oral communication skills and be comfortable speaking to large groups of people.
- Must be able to identify and resolve problems independently, creatively, and timely.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficient in Microsoft Office Suite (Word, Excel and Outlook).
- Strong time management skills. Ability to meet hard deadlines.
- Valid California driver's license, current insurance and ability to be insured by Food Bank insurance. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate).
- Ability to work some nights and weekends, outdoors, and in low income areas.
- Be able to occasionally lift up to 20 lbs.

The Food Bank is an equal opportunity employer



JOB OPENING

Additional Information

This is a part-time position, not to exceed 20 hours per week, including some evening and weekend hours as needed, and is grant funded through December 2018.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "College Food Pantry Coordinator." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano
Attn: Human Resources
PO Box 6324
Concord, CA 94524

The Food Bank is an equal opportunity employer