



CAFB Job Posting

Training Program Manager

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and a convener of communities. And right now, 8 million Californians don't know how or when they will next eat.

We're working to change that. We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to 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 Training Program Manager strengthens the effectiveness of CAFB's network of 60+ community-based organizations providing CalFresh outreach. The Training Program Manager designs and facilitates engaging in-person and virtual events, including trainings, workshops, and networking opportunities, to support partners in outreach strategies, leadership development, and program improvement. The position works collaboratively with the Programs team, positions partners as experts, and ensures program content is interactive and impactful.

Responsibilities

- **Network Capacity Building (85%)**
 - Develop and deliver trainings online and in-person for 1-100 community-based partners
 - Design capacity-building programming for the network in partnership with the Director of Programs and Senior Program Manager
 - Create event materials: registration, agendas, presentations, handouts, and evaluations
 - Facilitate and manage logistics for trainings, meetings, and events, including post-event follow up
 - Use plain language in developing slide decks, toolkits, websites, and resources for easy partner adoption
 - Provide individualized partner support on improving outreach programs, county partnerships, CalFresh eligibility, and resources
 - Collect and incorporate partner feedback into programming and address participation barriers
- **Improve CalFresh Access and Partner Engagement (10%)**
 - Elevate partner experiences, successes, and challenges to inform statewide strategies

- Maintain subject matter expertise in CalFresh, partner engagement, and training/facilitation
- Manage and foster engagement in an email list-serve to encourage network community building
- Participate in relevant statewide workgroups
- Organizational Contributions (5%)
 - Attend staff meetings, committees and professional development opportunities
 - Complete additional tasks, as assigned

What You'll Bring

- 5+ years of experience in roles requiring strong interpersonal skills, and continuous learning.
- Experience leading interactive trainings and working with nonprofits providing direct services to community members.
- Nonprofit engagement and network building
- Adult learning principles and interactive training design
- Facilitation of in-person and virtual meetings
- Leadership development and mentoring
- Development of educational resources (toolkits, slide decks, fact sheets, etc.)
- Experience with BIPOC communities, low-income households, and community outreach
- Lived experience with safety net programs (CalFresh, MediCal, WIC) or government systems
- Clear communication using plain everyday words
- Independent project management with minimal supervision, while contributing to teamwork that is detail-oriented, and intentional
- Relationship-building with diverse individuals
- Flexibility in adapting work priorities to network and policy changes
- Creative problem-solving and timely follow-through
- Ability to speak, read, and write in a second language
- Proficiency with Microsoft Office, Salesforce, Trello, and other digital tools

Employment Details

- Reports to: Senior Program Manager
- Employment Type: Full-Time, Exempt position with a 37.5-hour standard workweek.
- Work Mode: Based in Oakland, CA with a hybrid work approach open to working remotely 2-3 days per week with Wednesdays required on-site
- Travel Requirement: Up to 15%
- Location: Our new downtown Oakland headquarters are in a vibrant creative space near the 19th Street BART station. Both the building and the office are ADA-accessible
- Compensation: The compensation band for this position depending on experience is \$77,924 - \$105,427. Based on CAFB's current needs for this role, the planned starting salary is \$91,600.
- Benefits: Comprehensive benefits package including generous employer-paid medical; dental and vision plans; retirement program with employer contribution; life insurance; PTO and more

About CAFB

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.

To apply, visit <https://apply.workable.com/cafoodbanks>. Applications are accepted until the position is filled.