



## **CHILD ANTI-HUNGER PROGRAMS COORDINATOR**

Coordinate Connecticut Food Bank's child anti-hunger programs designed to assist food insecure children and their through GROW!, Kids BackPack, and summer meals programs. Reports to the Senior Director of Network Capacity and Distribution Services.

### **Specific Duties and Responsibilities**

1. Coordinate activities of all CFB departments and partners engaged in the delivery of childhood anti-hunger programs and efforts.
2. Build strong and sustainable relationships with community partners and manage partner engagement in the programs throughout the year.
3. Ensure that all aspects of program requirements are being met including: eligibility determination, enrollment, re-certification, assisting with distribution, distribution tracking, and file maintenance.
4. Coordinate information and manage data and databases related to programs; produce monthly and quarterly reports showing utilization, budget, impact and other related data.
5. Maintain records and coordinate and monitor distribution of Kids BackPack product (kitting and online ordering).
6. Responsible for assisting with distribution site development, training volunteers, and managing paperwork.
7. Broaden the scope of programs, remain current with childhood anti-hunger efforts nationally, conduct research, and participate in networking opportunities. With team, develop innovations and new efforts for CFB's childhood anti-hunger programming.
8. Work with the Community Engagement Department to expand program awareness and local engagement in programs.
9. Assist with grant writing opportunities to cover future innovation and program expansion as needed.
10. Evaluate program annually, conduct program site visits and assessments to ensure program growth and success.
11. Work closely with the Senior Director to develop annual budgets and plans with clear measurable goals and make adjustments as needed per evaluation.
12. Perform other related duties as assigned

### **Qualifications**

Highly skilled communicator and strong presentation skills. Experience effectively collaborating with diverse community-based partners. Cultural competence. Knowledge of child hunger issues. Excellent data base management skills; ability to supervise volunteers and troubleshoot issues. Familiarity with nutrition standards, grant management a plus. Attention to detail needed. Willing to work in a warehouse environment. Ability to lift 50 pounds.

### **Requirements**

Bachelor's Degree, minimum 5 years in human services, program coordination, and development. Valid CT driver's license with reliable transportation. Must be able to contribute to a positive work environment with commitment to social justice.

Affirmative Action Equal Opportunity Employer

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