



Member Programs Coordinator

The Member Programs Coordinator is responsible for working with Member Programs, CFB and Community Partners to increase the capacity of Emergency Food Providers to better serve the needs of their community. The Coordinator will focus on community impact, building relationships with member programs and community partners to ensure the most effective community initiatives and food distribution. The Coordinator provides training and technical assistance to programs and ensures compliance with Food Bank guidelines and State and Federal regulations. Reports to the Member Programs Manager.

General Responsibilities

- Engage with Member Programs to build their capacity to serve more people and distribute more food.
 - Provide technical assistance to programs on best practices including running an effective pantry, food safety, distributing more produce, compliance with federal commodity programs.
 - Conduct orientations for shopping, warehouse and delivery and ensuring attendance of key program member volunteers and staff for any mandatory sessions.
 - Conduct training for online shopping for new shoppers.
 - Help organize training sessions, workshops, program conferences and other initiatives.
- Work collaboratively with key community groups engaged in hunger alleviation to ensure the growth and development of an effective food distribution model to meet the needs of the community.
- Serve as resource person, providing information to individuals, member programs and other social service agencies about CFB programs and services.
- Conduct site visits, observe operations and review documentation to ensure compliance. Work with Member Programs Manager on non-compliant agency issues and their resolution.
- Use data to monitor and evaluate impact of programs and distribution in service area. In collaboration with team, develop reports on program effectiveness and conduct assessments in service area and make recommendations for program enhancements and improvements.
 - Assist in obtaining, and maintaining statistics reflecting monthly service for member agencies.
- Assist community in identifying unmet needs and identifying resources and/or programming that can assist in meeting those needs.
- Ensure programs meet all federal, State and CFB requirements and policies including evaluating new agencies for membership, overseeing annual program monitoring and investigating complaints.
- Perform administrative duties including data input ensuring all relevant information, contact, and updates are entered into database regularly.
- Position requires performing other duties and special assignments not specifically stated and as assigned by the Member programs Manager.

Job Specifications/ Requirements

- Bachelor's degree in social work, community planning, food systems, political science, or related field.
- Minimum 3 years related experience.
- Commitment to social justice and combatting food insecurity and hunger.
- Cultural sensitivity and ability to work with diverse groups and individuals essential.
- Fluency in Spanish or other language a big plus.
- Exemplary oral, written and presentation skills.
- Experience in partnership mgmt & development, community engagement, customer service, training or program coordination.
- Must be computer proficient in Microsoft Office Suite and basic data management.
- Commitment to advocacy, diversity and fighting hunger in the community.
- Fluency in Spanish or other language a big plus.
- Valid driver's license and willingness to travel across the state

Send cover letter with salary requirements and resume to:

**hr@ctfoodbank.org
203-469-4871 (fax)**