Community Programs Coordinator

Organization: Foodbank of Santa Barbara County
Position Title: Community Programs Coordinator
Type: Entry-Level, Full-Time
Reports to: Community Programs Manager
Location: Santa Barbara Warehouse (4554 Hollister Ave, Santa Barbara) or Santa Maria Warehouse (490 W Foster Road, Santa Maria)

Objective of Job:
The Community Programs Coordinator oversees key community programs and assists in the oversight and evaluation of all programs as we meet the Foodbank's mission to end hunger and transform the health of Santa Barbara County through good nutrition. The Community Programs Coordinator will be part of an innovative, energized team within an organization that is constantly moving forward toward its mission. This position is entry-level with room for growth.

Duties and Responsibilities:

- Oversee program development and expansion, volunteer training and management, support with grants, and all logistics and day-to-day operations of several Foodbank programs.
- Assist in the on-going evaluation and monitoring of Foodbank programs.
- Facilitate the adoption of programs by partner organizations and adapt programs to address the needs of target client populations.
- Develop relationships and communicate with external partners. Communicate internally with all Foodbank departments as needed, including Operations, Development, Impact, Finance and Executive.
- Support Impact Department to reach goals related to budget, reports, grants, evaluations, events, compliance, client testimonials, interns, partnerships, Board of Trustees, etc.
- Other duties as assigned or delegated.

Education and Experience:

- Bachelor's degree in related field (preferred).
- Proven administrative experience required.
- Demonstrated commitment to supporting low-income and underserved populations preferred.
- Experience and knowledge of nutrition and/or community organizing desired.
- Experience managing volunteers, coordinating events, and/or programs desired.

Skills and Abilities:

- Ability to learn database used for food bank inventory and accounting (Ceres).
- Comfortable working in a fast-paced, dynamic environment.
- Excellent time management skills and ability to prioritize work. Ability to hold self and others accountable to deadlines.
- Strong communication skills, including written, verbal, and presentation skills. Able to communicate effectively with staff, management, and executives.
- Able to work effectively both independently and as part of a team.
- Proven ability to build efficient working relationships and strong interpersonal skills.
- Strong analytic and problem-solving skills.
- Excellent organizational skills and attention to detail and accuracy.
- Proficient in Microsoft Office Professional Suite, including Power Point, Excel, Access, Outlook, Word etc.
- Proficient reading, writing, and speaking in Spanish, including the ability to give public presentations in Spanish. (Preferred)
- Commitment to ending hunger through good nutrition.

Additional Requirements:

- Valid CA Driver's License
- Clear driving record
- Access to reliable personal vehicle for occasional work-related travel
- Ability to lift 30 pounds

The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

To apply, please send your resume and cover letter to Bethany Stetson, Community Programs Manager: bstetson@foodbanksbc.org