

LOS ANGELES REGIONAL



Position: Child & Nutrition Programs Coordinator  
Supervisor: Child & Nutrition Programs Manager  
Status: Hourly/ Non-exempt

*Seeking a Child & Nutrition Programs Coordinator who is passionate about alleviating hunger for the County of Los Angeles and is highly motivated to make a difference in child care and nutrition*

### Fighting Hunger. Giving Hope.

The Los Angeles Regional Food Bank is a growing non-profit organization that believes in finding relief for hunger and food insecurity. We are a passionate group of individuals looking to expand our team with those who are also passionate about fighting hunger in the Los Angeles County. We prove to be successful in providing more than 300,000 clients on a monthly basis and distributed 67 million pounds of food in 2018 to the children, seniors, working families and veterans who struggle to find sufficient food. We work with more than 600 agencies, such as churches, schools and other community outreach programs, to fulfill our goal and distribute food to the community. We strive to mobilize resources and accomplish our objectives by valuing respect, stewardship and accountability, collaboration, urgency, service, integrity and diversity.

### **This job is for you if you...**

- Feel inspired by the Los Angeles Regional Food Bank's mission to solve food insecurity in the community
- Seek to utilize effective marketing and interpersonal communication skills
- Have a positive attitude and an analytical outlook to identify potential problems or discrepancies
- Have the ability to work with diverse ethnicities and take an excellent customer service approach in all situations
- Demonstrate that you are detail-oriented and accurate, especially with data gathering and reporting
- Seek competitive benefits from an organization who appreciates their employees

If this sounds like what you're looking for and our company mission truly inspires you, you are the perfect fit to join our team.

### **Here's what an ordinary day might look like...**

- *You will conduct monitoring visits to ensure sites follow program safety requirements: required paperwork, staging food distributions, participant enrollment, orientation and distribution to new and existing sites*
- *You will promote health through developing and implementing nutritional concepts to program participants, such as partner schools, Boys & Girls Clubs, Salvation Armies and other children's community learning centers*
- *It will be your job to coordinate food distributions and facilitate food deliveries with Site Coordinators and warehouse employees*

- *You will train participants, providing materials, workshops, and presentations to following programs as needed: Child and Food Care Program (CACFP), Summer Food Service Program (SFSP), Backpack Program, Mobile School Pantry, Children's Breakfast Program, Nutrition Education Program and At Risk Afterschool Meal Program*

### **Requirements for this position**

- Completed two years of college-level coursework is preferred
- One to two years of experience with community programs or with a Social Service Agency
- Ability to carry and lift a minimum of 35 pounds
- Possess an insured vehicle with a valid California Driver's License
- Able to work in both the office and field environment, containing exposure to natural elements such as odor, noise, dust, and varying temperatures
- Proficient in using Microsoft Office, conducting research and basic computer operations
- Bilingual, Spanish/English is highly desired

### **Benefits at the Los Angeles Regional Food Bank**

- Health and Wellness Programs
- Medical, dental, vision, flexible spending accounts
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan- 50% match up to 3% of comp
- Employee Assistance Program
- Vacation: 2 Weeks
- 9 paid Holidays
- Sick Time: 9 days per year
- Overtime Saturday work is optional

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."

If you are interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> or e-mail your résumé and cover letter to [jobs@lafoodbank.org](mailto:jobs@lafoodbank.org)

To learn more about the LA Food Bank, please contact us or visit our website for more information.