

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title:	Senior Programs Coordinator
Job Type:	Full Time
Status:	Hourly/Non-Exempt
Location:	Los Angeles, California
Reports to:	Senior Programs Manager

The Position of Senior Programs Coordinator will be responsible for supporting and coordinating a wide variety of strategic program initiatives in collaboration with the Food Bank's management team, Program Consultant, external contacts such as City and County entities, Senior Organizations, Foundations, etc. The initiatives will include implementation, recruiting, outreach and monitoring.

The candidate must have the drive and initiative to help identify and pursue new potential program partners, and be able to build a positive working relationship with staff, management/internal team and external contacts.

Principal Duties:

- Identify, assess and pursue new partnership opportunities, through various outreach efforts.
- Schedule and organize meetings/events.
- Track program application progress of new program partners.
- Coordinate, support and monitor new program partners
- Communicate with program partners regarding orders, delivery/pick-up and distribution.
- Participate in the development, testing and implementation of new program and distribution methods to improve efficiency and effectiveness.
- Provide timely reporting to management.
- Comply with nutritional and dietary Food Bank requirements.
- Draft and place agency food and produce orders in accordance with budget.
- Adapt to changes in program development and distributions.
- Oversee data reporting and submission, including organizing data for reports.
- Support the growth of program development in all areas of the grant.

Qualifications:

- College degree preferred but not required.
- Ability to self-start and self-motivate, efficient style with high standards for quality processes and results
- Ability to plan and manage time effectively
- Ability to work with diverse ethnicities, demonstrate excellent customer service approach in all situations
- Excellent interpersonal communications (verbal and written) skills required
- Computer experience and familiarity with Microsoft products and Google
- Ability to both carry and lift a minimum of 30 pounds
- Methodical and analytical quick learner with excellent organizational skills

- Detail-oriented, strong analytical capabilities needed to formulate and prepare reports, strong presentation skills including networking and public speaking
- Flexible to occasionally work long hours and available for travel
- Insured vehicle with valid California Driver License, will need to drive throughout LA County on frequent/regular basis.

Work Environment:

- Combination of office (60%) and field (40%) environment.
- Exposure to natural elements such as odor, noise, dust, heat or cold.

Desirable:

- Bilingual, Spanish/English highly desirable
- Experience with social service organizations, preferably with food program background.