

Feeding America Riverside | San Bernardino Job Description

Position Title: Program Coordinator

Reports To: Program Director

Status: Full-Time, Non-Exempt, Hourly \$20 - \$24

Schedule: Monday-Friday 7:00 am – 3:30pm, this position requires availability for occasional weekend and evening events.

Benefits: We offer a competitive and extensive benefits package, including an incremental PTO Plan, 14 paid holidays, and a floating birthday holiday. Medical & Dental insurance plans with the majority paid by the employer.

Summary: The Program Coordinator manages day-to-day operations for Nourish Now, Grab n' Go, and MVP, and supports pantry operations. The coordinator works closely with staff, volunteers, donors, and community partners to ensure programs run efficiently, safely, and with integrity, and to serve our neighbors with consistency and compassion.

To learn more about our organization visit: <https://www.feedingamericaie.org/our-story>

Duties and Responsibilities:

Nourish Now

- Conduct client eligibility screenings and provide high-quality service to homebound clients
- Review and process client applications in the vetting app, keeping reviews current (no more than two days behind)
- Schedule deliveries with partners
- Plan efficient routes, including grouping nearby stops for rural deliveries
- Coordinate delivery logistics with third-party providers and partner sites, including senior sites
- Recruit, train, and schedule volunteers to support program operations
- Maintain accurate program records and data for reporting

Grab n' Go Program/TGIF

- Distribute and collect MOUs from participating sites
- Maintain ongoing communication with sites regarding delivery schedules and monthly reporting
- Coordinate delivery dates with school districts and logistics staff

- Collaborate with the Food Sourcing Coordinator to determine available food for distribution
- Conduct site visits to support partners and ensure compliance with program standards
- Update year-to-date spreadsheet with program reporting data
- Co-facilitate TGIF youth nutrition education twice a year with another Program Coordinator, flexing schedule as needed

MVP Program

- Oversee product coordination for scheduled distributions
- Monitor inventory levels and communicate supply needs to the Programs team and Food Sourcing Coordinator
- Maintain accurate program records and data for reporting and evaluation

Pantry Support

- Assist with pantry replenishment each Monday
- Greet and assign tasks to volunteers
- Participate in pantry committee meetings
- Assist with inventory management

General

- Support other program tasks as needed, with flexibility to pivot as priorities change
- Follow and help maintain program manuals and SOPs

Qualifications:

- 1 to 2 years of experience coordinating or developing a social service program
- Bilingual (English/Spanish) preferred
- Solid understanding of the community we serve; uses inclusive language and maintains professionalism in all communications
- Deadline-oriented and able to meet time-sensitive goals
- Positive, solutions-focused attitude
- Outstanding communication skills
- Experience in public speaking or group facilitation
- Able to work independently with minimal supervision
- Clear understanding of professional behavior
- Demonstrates patience, empathy, and a collaborative approach when working with team members, volunteers, and community members

Physical Demands/Environmental Factors/Organization Requirements

- Ability to lift 40 pounds
- Extended periods of sitting at desk on phone and computer
- Indoor office/warehouse environment with moderate noise at food bank location
- Flexibility to work extra hours for program-related weekends/evening special events
- Valid driver's license and insurance and ability to be covered under the Food Bank's auto insurance policy
- Proficiency with Microsoft Windows and office applications (Word, Excel, Outlook) and standard office equipment

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The abovementioned requirements represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Feeding America Riverside San Bernardino is an Equal Opportunity Employer.
Underrepresented groups are encouraged to apply.

**To apply, please send your resume and cover letter to HR@feedingamericaie.org.
When emailing, please put the job position in the subject line.**