



**I. JOB TITLE: Programs Coordinator**

Reports to: Programs Manager  
Location: Birmingham, AL  
Salary Range: \$38,000- \$41,000 annually, plus benefits  
Status: Exempt  
Type: Full time

**II. JOB FUNCTION**

The Programs Coordinator implements and coordinates the activities that support and strengthen relations with program partners including Kids Meal Campaign services, Senior programs, Rx Health initiatives, and Mobile Fresh programs. Responsibilities include, but are not limited to, partner eligibility determination, enrollment, site recruitment, compliance and training, food ordering, safe food distribution and handling, distribution tracking, reporting and file maintenance.

**III. BACKGROUND**

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 16+ million meals a year to 250 food pantries, shelters and children's programs in 12 counties of Central Alabama. We also create healthy food access through direct service programs. For example, we feed children at risk of hunger during school breaks, deliver fresh produce and staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

**IV. DUTIES AND RESPONSIBILITIES**

- Monitor active program partner sites and document monitoring visits in accordance with that program's requirements
- Maintain up-to-date and complete files on program partner sites in accordance with USDA and Feeding America guidelines and maintain program partner component of Salesforce database.
- Design and apply trainings to obtain compliance with Feeding America and/or federal program standards.
- Conduct community outreach to recruit new partners and promote services.
- Serve as a liaison among program partners, the community, and the Food Bank as needed
- Assist Senior Program staff with CSFP site training and administration
- Work with Mobile Fresh staff on distributions, recruitment, and scouting.
- Tabulate and maintain program information and program client mailing lists/ text outreach.
- Learn all facets of the Senior Food Program, Kids Meal Campaign, Rx Health and Mobile Fresh Programs in order to back up other Programs staff.
- Perform other tasks as assigned by Program staff or Programs Manager.
- Ability to work some nights and weekends, outdoors and in low income areas
- Job duties are 70% office, 30% field work.
- Represent the CFBCA at relevant community events
- Support the mission, vision and values of the Food Bank as needed

- Other duties and tasks as assigned

### **Knowledge & Skills Required**

- Excellent analytic, organization, verbal and writing skills
- Demonstrated interpersonal skills to establish and maintain positive working relationships with CFBCA leadership, staff, community partners, and donors
- Clear understanding of and ability to articulate CFBCA's mission
- Ability to complete work in an accurate, effective and timely manner
- Ability to work independently and with staff to achieve goals

### **V. QUALIFICATIONS**

- Associate degree from an accredited institution or 1-3 years relevant experience
- Cultural competency in building long-term positive relationships with a wide variety of stakeholders.
- Ability to coordinate multiple projects/events and adhere to deadlines in a high-energy, fast-paced environment.
- Understands the importance of entering and maintaining accurate and consistent data.
- Good written, oral and interpersonal communications skills.
- Proficiency in Google Suite tools including Google Forms, Sheets and Google Sites, preferred
- Proficiency using databases and Microsoft Office Professional Suite.
- Cooperative attitude, willingness to learn.
- Good customer service skills.
- Strong organizational and time management skills with exceptional attention to detail.
- Resourceful, flexible and adaptable style.
- Ability to self-start, work independently as well as work effectively in a team.
- Exhibits a professional demeanor and respect of others' opinions and participation.
- Valid Alabama driver's license and vehicle insurance.
- Passion for the Food Bank's mission to solve hunger.
- Values aligned with the Food Bank's mission to solve hunger.

### **VI. ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to process information through a computer system.
- Ability to talk and hear in order to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to use hands to handle or feel items such as documents.
- Close vision, color vision and ability to adjust focus is needed.
- Ability to sit, stand, walk and reach with hands and arms and lift up to 15 pounds.
- Ability to drive motor vehicles.
- Ability to work varied hours/days to oversee responsibilities.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

Community Food Bank of Central Alabama is an equal opportunity employer and provider.

This job description does not constitute a contract.

I have read the above job description. I meet the qualifications and can perform the duties as described.

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Applicant Signature

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Date