



Network and Distribution Coordinator – Fairfield County

Description:

The Network and Distribution Coordinator builds and maintains relationships with member programs and community partners in Fairfield County working collaboratively to ensure the Connecticut Food Bank (CFB) delivers the most effective member and food distribution services. The Coordinator provides training and technical assistance to member programs and ensures compliance with Food Bank guidelines and State and Federal regulations. This position reports to the Senior Director of Network and Distribution Services.

General Responsibilities:

1. Ensure programs meet all Federal, State and CFB requirements and policies. This includes evaluating new agencies for membership, overseeing annual program monitoring, and investigating complaints.
2. Conduct site visits, observe operations and review documentation to ensure compliance. Work with Senior Director on non-compliant agency issues and their resolution.
3. Serve as resource person, providing information to individuals, member programs and other social service agencies about CFB programs and services.
4. Cooperatively work with the Network Team and Operations Department to ensure the most effective distribution.
5. Identify and foster relationships, working collaboratively with key community nonprofit, faith-based, and other groups engaged in hunger alleviation, food system, and anti-poverty work to ensure development and delivery of the most effective food distribution by CFB.
6. Collaborate with network team to develop an effective technical assistance program including:
 - a. Provide technical assistance to programs on best practices including running an effective pantry, food safety, distributing more produce, compliance with federal commodity programs.
 - b. Conduct orientations for shopping, warehouse, and delivery and ensuring attendance of key program member volunteers and staff for any mandatory sessions.
 - c. Conduct training for online shopping for new shoppers.
 - d. Help organize training sessions, workshops, program conferences and other initiatives.
7. Provide assistance as needed to the Agency Council, network and distribution services, and other relevant committees and teams.
8. Use data to monitor and evaluate impact of programs and distribution in service area. In collaboration with team, develop reports on program effectiveness and conduct assessments in service area and make recommendations for program enhancements and improvements.
 - a. Assist in obtaining and maintaining statistics reflecting monthly service for member agencies.
9. Perform administrative duties including data input ensuring all relevant information, contact, and updates are entered in to program database regularly.
10. Position requires performing other duties and special assignments not specifically stated and as assigned by the Senior Director.

Job Specifications/Requirements:

- A bachelor's degree in social work, community planning, food systems, political science or related field.
- Minimum 3 years related experience.
- Exemplary oral, written and presentation skills.
- Experience interacting with people from diverse backgrounds.
- Experience in community engagement, customer service, training or program coordination a plus.
- Must be computer proficient in Microsoft Office Suite and basic data management.
- Commitment to advocacy, diversity and fighting hunger in the community.
- Fluency in Spanish a big plus.
- Valid driver's license and willingness to travel across the state.

Send cover letter with salary requirements and resume to:

hr@ctfoodbank.org
203-469-4871 (fax)