



Community Impact Coordinator

The Community Impact Coordinator is responsible for working as part of a team to achieve long-lasting impact on hunger and food insecurity in Connecticut Food Bank's (CFB) service area. The Coordinator will focus on community impact areas building and maintaining relationships with member programs and community partners and working collaboratively to ensure the most effective community initiatives and food distribution and support for member programs. The Coordinator provides training and technical assistance to programs and ensures compliance with Food Bank guidelines and State and Federal regulations. Reports to the Senior Director of Network and Distribution Services.

General Responsibilities

1. **Program Development and Service Delivery:** 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 and community solutions.
 - a. Develop and implement new programs to meet identified needs in collaboration with partners .
 - b. Cooperatively work with the Network Team and Operations Department to ensure the most effective distribution.
 - c. Provide assistance as needed to the CFB committees, councils, network and distribution services, and other relevant committees and teams.
2. **Technical Assistance and Training:** Collaborate with network team to develop an effective technical assistance program and to organize workshops, conferences and other initiatives
 - a. Provide technical assistance to programs on best practices including running an effective pantry, food safety, distributing more produce, compliance with federal commodity programs.
3. **Resource and Connection:** Serve as resource person, providing referral and information to individuals, member programs and other social service agencies about CFB programs and services
4. **Compliance:** Conduct site visits, observe operations, and review documentation to ensure compliance. Work to resolve non-compliant issues.
 - a. Ensure programs meet all Federal, State and CFB requirements and policies – evaluating new programs for membership, annual program monitoring, and investigating complaints.
5. **Data and Assessment:** Use data to monitor and evaluate impact of programs and distribution in service area. In collaboration with team, develop reports on program effectiveness. Conduct assessments and make recommendations for program enhancements and improvements.
6. **Other:** Perform other duties and special assignments not specifically stated and as assigned by the Senior Director.
 - a. Perform administrative duties including data input ensuring all relevant information, contact, and updates are entered in to database regularly.

Job Specifications/Requirements

- 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 partnership mgmt & development, community engagement, customer service, training or program coordination.
- 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 or other language 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)**