Job Description

Position Title: Food Bank Coordinator  
FLSA Status: FULL TIME  
Department: Frances Martinez Human Services Department  
Reports to: Sylvia Rubio, Human Service Director  

MISSION STATEMENT:
As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY: The Food Bank Coordinator is responsible for the effective management and coordination of all activities related to the distribution of food resources within the organization. This role involves overseeing logistics, personnel, community outreach, and program development to ensure the efficient operation of the food bank program and the delivery of high-quality nutrition services to clients.

ESSENTIAL QUALIFICATIONS: Bachelor's degree in nutrition, public health, social work, or a related field. Minimum of 3-5 years of experience in nonprofit management, food assistance programs, or community nutrition. Strong leadership skills with the ability to inspire and motivate staff and volunteers. Excellent organizational, communication, and interpersonal skills. Knowledge of food safety regulations. Proficiency in Microsoft Office Suite and database management software. Commitment to the mission and values of the organization, with a passion for addressing food insecurity and promoting health equity.

SKILLS/TECHNICAL KNOWLEDGE:  
Program Management: Develop and implement strategies to effectively distribute food resources to individuals and families in need. Coordinate with partner agencies, donors, and volunteers to procure, sort, and distribute food items efficiently. Ensure compliance with food safety regulations and best practices in all aspects of food handling and distribution. Monitor program outcomes and adjust as needed to achieve desired goals and objectives.

Community Engagement: Build and maintain relationships with community organizations, government agencies, and other stakeholders to expand the reach and impact of food bank services. Represent the organization at community events, meetings, and conferences to raise awareness about food insecurity and nutrition-related issues.

Volunteer Management: Recruit, train, and supervise volunteers to support various aspects of food bank operations, including food collection, sorting, and distribution. Foster a positive and inclusive volunteer environment that promotes teamwork, respect, and accountability.

Administrative Duties: Maintain accurate records of inventory, distribution, and programmatic activities for reporting and evaluation purposes. Prepare written reports, presentations, and proposals for internal and external stakeholders as needed.
WORKING CONDITIONS:
Works in a general office environment 40 hours per week. Works a minimum of 40 hours per week.

PHYSICAL REQUIREMENTS:
• Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
• Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
• Ability to operate telephone, desktop, or laptop computer.
• Ability to lift to 50 lbs.

NOTES AND SPECIAL REQUIREMENTS
The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Position requires a 6-month evaluation period.

El Centro de la Raza offers the following benefits to full-time:
• Medical and dental insurance with competitive employee and family rates.
• Basic life insurance is provided at no cost to employees; option to buy up for additional coverage.
• 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
• 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
• 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
• 9 days of paid holidays + 5 days paid time off during the last week of December.
• Employment Assistant Program (EAP) for all employees, which provides help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Covid-19 Vaccination Requirement
All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

Equal Employment Opportunity and Accommodation Statement: El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.
This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the requirements of the position. El Centro de la Raza would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.
To apply for this job please send your resume, cover letter and our employment application to:

Miguel Maestas – Associate Director, mmaestas@elcentrodelaraza.org
Sylvia Rubio - Human Services Director, srubio@elcentrodelaraza.org, and HR@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our Employment Application.

REV: 05/2024