



## **Sunnyvale Community Services**

Preventing Homelessness and Hunger in Our Local Community

### **Food and Nutrition Services Coordinator**

Under general supervision of the Food and Nutrition Program Manager, the Food and Nutrition Services Coordinator performs a variety of duties within the Food and Nutrition Department to achieve high standards of performance. This position is Full Time, Non-Exempt

**SALARY RANGE:** \$50K-\$58K, based on experience

#### **DUTIES & RESPONSIBILITIES**

- Assist in the development and implementation of program policy and procedure.
- Establish effective outreach strategies to ensure populations with greatest need connect with appropriate programs.
- Support Food Program referral and intake process.
- Coordinate with staff to conduct ongoing monitoring of clients to determine eligibility for services.
- Monitor program activity on regular basis to ensure timely deliveries and accommodate needed changes for efficiency.
- Collaborate with Food and Nutrition staff to procure inventory needed for food programs.
- Collaborate with community volunteers to facilitate program outcomes
- Perform clerical tasks related to food programs, to include, but not limited to reports, correspondence, flyers, and forms.
- Conduct community outreach to recruit and enroll new program participants
- Conduct ongoing program evaluations to improve programming and client experience
- Present information regarding food programs to diverse groups
- Identify and work with partner organizations to create sustainable food programming to support the community.
- Works with leadership team to analyze program data and identify opportunities to improve systems and processes.

## **MINIMUM REQUIREMENTS**

- Education in social work administration, public health, or a related field and/or at least 3 years of experience working with low-income communities in a nonprofit setting.
- Excellent verbal and written communication skills, including the ability to clearly explain complex topics and translate into educational materials
- Strong critical thinking and decision-making skills.
- Solid time management skills; ability to work independently and maintain a high level of accountability and initiative.
- Must possess strong mathematical skills, including experience calculating weights and measures.
- Computer proficiency required.
- Access to reliable insured transportation.

## **PHYSICAL REQUIREMENTS**

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to frequently walk, stand and sit for extended time periods.
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 50 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to twist, turn, kneel, bend and stoop.

## **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@svcommunityservices.org](mailto:jobs@svcommunityservices.org). Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.