



Regional Partnership Coordinator

The Community Partnerships Regional Coordinator builds and maintains relationships with member programs and community partners in a designated region, 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 CPP Partnerships Manager.

It is anticipated that this position will work out of our Bridgeport Facility.

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 Chief Programs Officer and Partnerships Manager 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 Food Sourcing and Distribution Department and Operations Departments to ensure the most effective distribution.
5. Apply knowledge of wellness, social work or public health in all CFB regions to identify areas of need and assist with CHIP site development.
6. 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, specifically social work, public health or nutrition initiatives, to ensure development and delivery of the most effective food distribution by CFB.
 - a. Remain current with social work, public health and nutrition efforts and participate in networking opportunities for CFB,
7. Collaborate with member network 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.
8. Provide assistance as needed to member agencies, network and distribution services, and other relevant committees and teams.
9. 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.
10. Perform administrative duties including data input ensuring all relevant information, contact, and updates are entered into program database regularly.
11. Other duties as assigned.

Job Specifications/Requirements:

- A bachelor's degree (preferably with social work, community planning, food systems, political science or related field, or relevant 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.
- Valid driver's license and willingness to travel across the state.

Affirmative Action Equal Opportunity Employer

October 2019

Send cover letter with salary requirements and resume to:
hr@ctfoodbank.org
203-469-4871 (fax)