Position Description

Job Title: Partner Agency & Community Engagement (PACE) Coordinator  
Classification: Full-time, non-exempt  
Department: Partner Agency & Community Engagement  
Reporting Authorities: PACE Manager  
Work Location: Food Bank Services campus  
Schedule: 7:30 a.m. - 4:00 p.m.; Monday - Friday  
Eligible for Fringe Benefits: Yes

Job Summary: The Partner Agency & Community Engagement Coordinator (PACE) improves food access for Sacramento County residents through maintaining and building of partnerships with community groups, food pantries, congregate meal sites, faith-based organizations, and local housing complexes. This position works collaboratively with a network of more than 120 community partners to provide day-to-day support and capacity building opportunities that includes mentorship, trainings, and connection to resources.

Essential Duties and Responsibilities:
Duties include the following (including but not limited to):

- Maintain relationships with existing community partners and cultivate partnerships with additional community organizations
- Assist in coordination of capacity building opportunities for community partners that may include mentorship, trainings, and connection to resources
- Facilitate ongoing collaboration among Sacramento Food Bank & Family Services’ network of emergency food providers
- Provide community partners onsite assistance and training, as needed
- Conduct site visits of distributions facilitated by community partners to ensure products are being distributed safely and according to program requirements
- Serve as a liaison between program staff, operational staff, and community partners to support seamless execution of food distribution activities, including:
  - Coordinating product allocations, order pickups/deliveries, communicating updated procedures, and seeking feedback from community partners
- Collaborate with the PACE Manager on the development of goals, procedures, and evaluation of program objectives and activities
- Track and manage program activities, statistics, and agency files
- Ensure timely and accurate agency reporting for ongoing services and grant opportunities
- Attend SFBFS’ staff meetings and recommended trainings
- Participate in community outreach events, as needed
- Assist with other SFBFS programs and activities, as needed
• Represent SFBFS at meetings, presentations, and community outreach events, as needed
• Ability to meet regular attendance/tardiness policy
• Work off-site during fundraising events and community resource events
• Occasional nights, weekends and holidays as required
• Other duties as assigned

Qualifications:
• Mandatory
  o Bachelor’s degree; or two-to-three years of related work experience
  o Excellent written and verbal communication skills
  o Ability to:
    ▪ Maintain and develop relationships with a diverse population
    ▪ Take initiative and work independently with limited supervision
    ▪ Effectively manage multiple projects simultaneously
    ▪ Be solution-focused when responding to challenges and unanticipated events
    ▪ Maintain accurate records
    ▪ Obtain/maintain Food Handler certification
  o Willingness to cross-train
  o Valid California driver’s license and insurance
  o Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint)
  o Leadership skills and excellent decision-making abilities
  o Pass fingerprint/background screenings
  o Passion for SFBFS’ mission
• Preferred
  o Fluency in a second language
  o Prior non-profit experience
  o Prior experience facilitating grant-funded programs
  o Proficient in basic math concepts, with ability to compute rate, ratio, and percent and to draw and interpret bar graphs
  o Knowledge of Sacramento County
• Physical Demands
  o Ability to communicate orally with all levels
  o Regular use of the telephone and email for communication is essential
  o Hearing and vision within normal ranges is helpful for normal conversations, to receive ordinary information and to prepare or inspect documents
  o No heavy lifting is expected. Exertion of up to 25 lbs. of force occasionally may be required; with ability to occasionally lift and carry objects weighing up to 40 lbs.
  o Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers and fax machines
  o Activities include extended periods of sitting; bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files
  o Extensive work with computers and communication devices
• Good reasoning ability is required to solve a wide range of business problems. Able to understand and utilize grant reports to conduct business.

• Environment
  o Work is normally performed in a typical interior/office work environment (Food Bank Services/Administrative Offices); with frequent work in outdoor environments (food distributions, community partner site visits, outreach events, etc.).
  o The noise level in the interior/office work environment is typical of most office environment/settings. Unless assisting clients, the noise level in work environment is low to moderate.
  o Food distributions, community partner site visits, and outreach events occur in the community, with exposures to weather and outdoor elements.

Supervisory Responsibility:
  • None

Employee: ____________________________  Supervisor: ____________________________

Food Access Program Coordinator
(Employee Name)  Rosie Cerna
Partner Agency & Community
Engagement Manager

______________________________  ____________________________
Signature  Date

______________________________
Date
Approved:

Jeremiah Rhine  
Senior VP of Business Operations & Finance

Date

Blake Young  
President/CEO

Date