



Program Development Coordinator

Description:

The Program Development Coordinator is responsible for program development and incubation for programs delivered by the Connecticut Food Bank. Currently, the Connecticut Food Bank's Community Partnerships and Programs department is responsible for several programs including the CSFP program, Mobile Pantries and Child Nutrition Programming. CFB is interested in developing suites of programs to better serve our diverse network. Populations who might receive custom programming include but are not limited to college students, children, health care partner sites and their patients, senior citizens and veterans. The Program Development Coordinators will work collaboratively across teams at CFB to continuously improve hunger prevention efforts.

This is an exciting opportunity to join the CFB and the Community Partnerships and Programs team as we break ground on a commercial kitchen that will offer programming opportunities and revamp our programs across the board.

General Responsibilities:

1. Conduct comprehensive community needs assessments
2. Design and development of programs to address food insecurity and better meet community needs
3. Pilot testing and evaluation of programs
4. Data collection and reporting
5. Training relevant staff and volunteers on program delivery
6. Ensure programs meet all Federal, State and CFB requirements and policies
7. Serve as resource person, providing information to individuals, member programs and other social service agencies about CFB programs and services
8. Cooperatively work with the Network Team and Operations Department to develop the most effective distribution models
9. Collaboratively work with Development team to apply for and secure funding for novel program development and execution
10. 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
11. Collaborate with network team 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. Help organize training sessions, workshops, program conferences and other initiatives
12. Provide assistance and expertise as needed to the Agency Council, network and distribution services, and other relevant committees and teams
13. Perform administrative duties including data input ensuring all relevant information, contact, and updates are entered in to program database regularly
14. Position requires performing other duties and special assignments not specifically stated and as assigned by the Senior Director of Community Partnerships and Programs

Job Specifications/Requirements:

- A bachelor's degree in nutrition, dietetics, allied health sciences, public health or related fields
- Credentialed RD/RDN or MPH
- Minimum 3 years related experience preferred
- Exemplary oral, written and presentation skills
- Experience with program development and nutrition education
- Critical thinking skills and creative problem solving abilities
- 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

Send cover letter with salary requirements and resume to:

hr@ctfoodbank.org

203-469-4871 (fax)