



Partner Agency & Community Engagement Coordinator (Compliance)

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Partner Agency & Community Engagement (PACE) Coordinator 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 130 community partners to provide day-to-day support and capacity building opportunities that includes mentorship, trainings and connection to resources.

The Partner Agency & Community Engagement (PACE) Coordinator will perform the following (including but not limited to):

The PACE Coordinator (Compliance) is responsible for the continued development, implementation, and oversight of regulatory compliance for Sacramento Food Bank & Family Services' (SFBFS) Partner Agency Network. This position will assure member agency-level compliance with SFBFS, Feeding America, USDA, Grocery Recovery and with other relevant guidelines, policies, and best practices. This position will be responsible for the day-to-day facilitation of all regulatory annual/biennial auditing. This includes all Food Access programs and Feeding America food distributions.

The PACE Coordinator is responsible for the following:

- Overseeing day-to-day logistics for Sacramento Food Bank & Family Services' Partner Agency Network Compliance requirement, including but not limited to:
- In collaboration with the PACE Fulfillment team, oversee the scheduling and completion of all required annual/bi-annual regulatory audits.
- Collaborate with PACE Fulfillment Manager and team on the development of goals, procedures, and evaluation of Network Compliance.
- Identifying opportunities and supporting the Partner Agency Network in maintaining regulatory compliance.
- Serve as a liaison between program staff, operational staff and partner agencies, facilitating regulatory compliance.
- Implement and analyze regulatory compliance standards as they pertain to SFBFS' Partner Agency Network.

SKILLS AND EXPERIENCE REQUIRED

- Valid CA Driver's License and minimum personal vehicle insurance; with no more than 3 infractions/points within a three-year period, on personal DMV record
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).
- Passion for SFBFS' mission.
- Bachelor's degree in Environmental Health and Safety or equivalent experience in related fields.
- Food Safety Manager Certified and/OSHA Certified.

- Certified food safety training from either Serve Safe or National Registry of Food Safety Professionals.
- 5+ years of experience in field auditing.
- 5+years of experience in compliance training or related field.
- Prior non-profit experience preferred.

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday (40 hours/week), with occasional weekends, evenings and holidays as needed.
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD, retirement and more.
- Pay Range: \$20.00 - \$22.50 per hour.

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. No phone calls please.