



**JOB TITLE            Programs Distribution Assistant**

Reports to:        Community Programs Supervisor

Hours:            Part-Time, Non-Exempt (10-15 hours/week)

Location:        In-Person: This position will be on-site at our Santa Maria Warehouse (490 W. Foster Rd. Santa Maria, CA 93455) as well as at our program sites. This includes sites in: Santa Maria, Guadalupe, and Lompoc.

Salary Range:    \$21.00- \$23.00/hour commensurate with experience

**About the Organization:**

The Foodbank of Santa Barbara County (FBSBC) is committed to ending hunger and transforming the health of Santa Barbara County through good nutrition. With nutrition education, disaster preparedness, environmental sustainability and community resilience at the forefront of our mission, we are working to solve the underlying causes of hunger in Santa Barbara County.

**About the Position:**

The Programs Distribution Assistant is responsible for supporting and coordinating the community program distributions. This position will be the key contact for new volunteers and partners at FBSBC program distributions. The Programs Distribution Assistant will be part of an innovative, energized team within an organization that is constantly moving forward toward its mission.

**Duties and Responsibilities:**

- Oversee the program operations the day of the program distributions, including Older Adult Nutrition, Healthy Farmworkers, and Healthy School pantry sites.
- Assist with the proper setup and breakdown of the program distribution area, ensuring a safe and orderly distribution and clean up.
- Assist with the collection and entering of client data into our electronic databases, including Link2Feed.
- Support the adherence to Foodbank reporting obligations including the collection of food order invoices, volunteer sign in sheets and client data forms.
- Supports in providing on-site training for new volunteers and partners at our program distributions.
- Other duties as assigned.

**Successful Candidates will have:**

- Proficiency in reading/writing and speaking Spanish; Mixteco dialects preferred
- Experience managing and coordinating projects preferred
- Comfort working in a fast-paced, dynamic environment
- A background working in nutrition preferred
- Strong interpersonal and communication skills
- Ability to work effectively, both independently, and as part of a team
- Proficiency in the Microsoft Suite software and familiarity with Constituent Relationship Management software

- Excellent organizational skills and attention to detail and accuracy
- An interest and commitment to helping the Foodbank end hunger in our community

**Qualifications:**

- High School Diploma
- Driver's license and clean DMV record
- Ability to lift 30 pounds without assistance
- Able to pass a pre-employment background check, physical and drug screen

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*The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*

**Benefits**

*As a part time position, this role is not eligible for all FBSBC benefits. This position will receive:*

- *California Paid Sick Leave*
- *Employee Assistance Program which is available to our staff to support personal and/or work-related counseling and care*