

Kids Café Coordinator

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community FoodBank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for a Kids Café Coordinator. We are looking for a program coordinator professional to partner with Kids Café sites and assist with feeding service programs for The Community FoodBank of NJ. This role will report directly to the Director of Nutrition and is located in the Hillside, NJ office.

In this role, you will address and resolve all issues relating to the Kids Café Program at participating sites throughout New Jersey. You will be the point of contact for the sites, kitchen and transportation to ensure the program is running efficiently and effectively. This is achieved by on-site visits, conducting training and communicating with the NJ Department of Agriculture. You will also provide administrative operations and support for nutrition programs.

Qualified candidates will have a Bachelor's Degree or equivalent experience. Experience coordinating a program in a non-profit organization is preferred. Valid driver's license and your own vehicle is required as there is 50% travel (throughout the New Jersey.) Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly.

Qualified candidates should send resume and salary history to hrdept@cfbnj.org.