



Community Food Program Coordinator

Full time, Exempt Position

Location

In-person, San Francisco, CA

Compensation

\$69,000-77,000 commensurate with experience

100% employer funded health & dental benefits after 90 days

Reports to:

Associate Director of Community Food Programs

Application Deadline

*Complete applications will be reviewed on a rolling basis with a final deadline of **June 27, 2025***

Organization Overview

Are you interested in joining a committed team that is passionate about changing the world, one meal at a time? If so, you may find yourself at home at Farming Hope!

Farming Hope is a 501(c)3 food justice nonprofit. Our **mission** is to empower folks experiencing major barriers to employment to cook food to sustain themselves and their communities. Fueling our pursuit of lasting social change are our guiding principles: that food is a human right, that everyone deserves an empowering livelihood, and that neither food nor human potential should go to waste.

In service of this mission, we provide a culinary job training program for community members who are overcoming obstacles such as former incarceration or homelessness. Our paid 12 week program helps adults transition to personal well-being and employment while nourishing food insecure neighbors and preventing cosmetically-imperfect food from going to waste. We are proud to have provided 70,000 paid training hours, served more than 240,000 meals to the community, distributed more than 460,000 pounds of groceries, and recovered more than 58,000 pounds of food over the last two years. We're looking forward to making even more of an impact in the years to come. Learn more about our organization at farminghope.org.

Farming Hope is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.

At Farming Hope we have a clear vision to be a place where a diverse mix of talented people are able to learn, teach, and grow. Diversity is more than a commitment at Farming Hope—it is necessary to advance equity and inclusion for the Apprentices in our training program and our diners in the community.

Position Overview

This role plays a crucial role in the execution and success of our food justice programs. Working in close collaboration with our Associate Director of Community Food Programs, this role works directly with the individuals accessing our food programs to ensure we center dignity, intentionality, equity, and sustainability throughout our work.

Responsibilities include but are not limited to:

- Point of contact for food program clients and day-to-day issues
- Support execution and expansion of ongoing food programs – meal contract deliveries, in-house dinners, and grocery distribution
- Assist in food program operations and maintain/update related documentation, ensuring data collection aligns with organizational priorities and grant deliverables.
- Support Community Food Program partnerships
 - Ensure proactive communication with clients, including check-ins and feedback processing; update team on any changes or issues
 - Support meal delivery operations and serve as a driver when necessary for coverage, bag pick-up, and client check-ins
- Oversee volunteer coordination for food programs and events, including recruitment, training, scheduling, and data tracking, while serving as the primary point of contact.
- Manage email and guest communication accounts for Refettorio San Francisco
- Maintain and update Resource Hub to share resources among food program clients in collaboration with Apprentice Program Team
- Other duties as assigned that are needed to help drive to our vision and fulfill our mission
 - Farming Hope is a small team, and as such we expect that 5-10% of every team member's duties will be helping the organization as needs arise

Candidate Qualifications

- 3+ years in client-facing hospitality role
- Familiarity with Google Workplace, Airtable, and ability to learn new programs quickly
- Strong spoken and written communication skills
- Highly organized and detail-oriented
- Bilingual in English and Spanish
- Commitment to systemic transformation

Other beneficial skills and experience (not required)

- Previous experience in a nonprofit organization
- Fine dining restaurant service experience
- Knowledge of trauma-informed care
- Lived experience, training, and/or professional experience with folks experiencing major obstacles to employment

To Apply

Send your **cover letter and resume** as PDF files to hire@farminghope.org.

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