



SECOND HARVEST
of SILICON VALLEY

Position Announcement Outreach Promotores Lead

About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy and housed by providing enough nutritious food for 57 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

The Food Connection Outreach Promotores Lead provides program support for program management, data entry, and communications between the manager, staff, and volunteers of Food Connection. This position is responsible for increasing the number of Food Connection/Promotores program volunteers in Santa Mateo and Santa Clara County by providing recruitment, supervision, placement support, and encouragement.

Duties and Responsibilities

- Support the Food Connection Promotores Program Manager to recruit, train, schedule and support Promotores
- Recruit new Promotores/Volunteers: develop and promote internship job descriptions and post internship and volunteer opportunities at Bay Area colleges and volunteer websites. Respond to interested volunteers and help interview for good matches
- Conduct 1-hour volunteer orientation 1-2 times per month. Volunteer orientations include filling out volunteer paperwork, choosing desired positions and scheduling first shifts or trainings in the field, and a Food Bank Tour
- Assist with Promotores program data entry and recordkeeping – into Oasis database, Food Connection database and CRM database
- Prepare outreach materials for Promotores, Food Connection staff and the Bing center lobby and agency shopping areas for agencies and drop-in clients
- Distribute outreach materials and packages to partner agencies such as schools, religious communities and community organizations
- Attend and assist with Promotores meetings and trainings as assigned
- Perform other tasks as assigned

This job might be for you if:

- You would describe yourself as a “people person” who genuinely enjoys meeting and helping people from many diverse backgrounds
- You have an interest in serving and bettering the health and lives of community members



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Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



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- You are bi-lingual in English and additional language. Spanish, Vietnamese and Chinese are desirable
- You thrive working out in the community in a variety of settings and with juggling a variety of types of work, from administrative reports to public speaking and 1:1 client assistance
- You possess cultural humility, and are familiar with the issues and needs of economically disadvantaged individuals, as well as have experience serving them
- You take initiative, are creative, work hard, and have a ‘can-do’ attitude
- You enjoy working collaboratively in a team setting as well as independently
- You take pride in your integrity and excellent customer service
- You have experience training, leading, supporting and motivating volunteers

Reports To:	Food Connection Promotores Manager
Location:	This position can either be based at the Curtner Center office in San Jose or at the Bing Center in San Carlos and will require off-site work throughout San Mateo County and/or Santa Clara County.
Hours:	Monday through Friday, 20 hours per week. Generally between 9am – 4pm, with some earlier meetings and Saturday mornings/evenings as needed.
Compensation:	Non-Exempt position, hourly rate depending upon experience. Excellent benefits provided including medical, dental, vision, life insurance, Flexible Time Off (FTO), and ten paid holidays/year.

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EOE
UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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