 **Job Description**

**Position:** Child Nutrition Coordinator **Classification:** Full Time, 40 hours per week, Non-Exempt **Department:** Community Engagement   
**Reports to:**  Director of Community Engagement

**Job Summary**The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Child Nutrition Coordinator works closely with the Director of Community Engagement to lead community engagement efforts related to child nutrition programs.

The Child Nutrition Coordinator works within the Community Engagement department at MFBN to increase access and advocate for federally reimbursable meals, federal nutrition programs like Summer EBT and MFBN specific programs. MFBN child nutrition programs include MFBN’s partnership with No Kid Hungry Montana and MFBN’s BackPack and School Pantry programs. The Child Nutrition Coordinator engages with school nutrition professionals, school administrators, and community organizations to advance child nutrition in Montana.

**Duties and Responsibilities**

Community Engagement 50%

**Build and maintain relationships with schools and community-based organizations to strengthen No Kid Hungry focus areas and MFBN programs.**

* Utilize state and national data to understand participation trends in child nutrition programs in Montana to inform outreach strategies and focus areas.
* Create and send quarterly newsletter to Child Nutrition mailing list, and keep mailing list up to date.
* Use lessons and experiences learned through community engagement to inform child nutrition policy advocacy.
* Represent MFBN’s child nutrition work at coalitions, state and national conferences, hosting webinars and other in-person and virtual events.
* Stay up to date on major state and federal child nutrition updates, trainings, meet-ups, and legislation. And collaborate in these spaces when possible.
* Work with MFBN’s Marketing Coordinator to create, maintain, and update MFBN’s child nutrition webpage and outreach materials (both partner and donor facing materials).

MFBN Project Support (BackPack and School Pantry) 20%

**Oversee MFBN’s BackPack and School Pantry programs to ensure sites are compliant and receive equitable access to MFBN services.**

* Collect accurate and timely monthly reports from active partners. Maintain records for MFBN reports and share data with partners if requested.
* Maintain up-to-date contact information for BackPack, School Pantry and Fiscal Sponsors.
* Provide support for MFBN grant reporting on an as needed basis.
* Collaborate with Operations and Program departments for consistent partner engagement and ordering methods.
* Collect feedback from BackPack partners and collaborate with Operations to continuously improve BackPacks and School Pantry available products and services accordingly.
* Create and update materials to be utilized by partners and/or MFBN’s Development department.
* Conduct bi-yearly monitoring visits to partner agencies to ensure adherence to ServeSafe and MFBN standards, and to collect feedback on MFBN processes.
* Have a strong understanding of MFBN software: Ceres, Agency Express, and others as needed. And have an up to ServSafe Manager Certification.

No Kid Hungry Project Support 30%

**Provide support to No Kid Hungry Campaign by implementing and reporting on work plan.**

* Develop and maintain a strong understanding of child nutrition programs including Community Eligibility Provision (CEP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Summer EBT (SEBT) and Women Infant and Children (WIC).
* Ensure strong understanding of No Kid Hungry data for Montana. Keep engagement tracker and communication notes up to date.
* Monitor the NKH Montana website and provide updates to NKH State Campaigns Manager.
* Support with No Kid Hungry quarterly report as needed.
* Oversee No Kid Hungry grant outreach. Work closely with grantees to assist with grant applications.
* Provide support and technical assistance to schools and other program sponsors to strengthen School Breakfast Programs, Summer Food Service Programs, Summer EBT and/or other identified No Kid Hungry priorities.

**Skills and Qualifications**

* Commitment to MFBN’s mission and the alleviation of hunger in Montana through long-term policy change.
* Comply with MFBN policies and procedures.
* Strong written and verbal communication skills.
* Ability to work on multiple projects with attention to detail and accuracy.
* Ability to work independently and as part of a team.
* Strong interpersonal skills, including the ability to work productively with staff, policymakers, communities, and organizations.
* Take initiative to develop new ideas and strategies.
* Proficient in Microsoft Office Suite and Google Office (forms, docs, sheets, etc.)
* Ability to use or ability to learn Excel and other data tools to accurately analyze and communicate data.

**Required**

* Bachelor’s Degree in a social science field and/or equivalent work experience in advocacy or programs serving children and families.
* Ability to travel long distances by car throughout Montana. Primarily in spring, summer and fall. Travel approximately 20% of full-time schedule. Valid driver’s license.

**Preferred**

* Individuals with lived experience of food insecurity are encouraged to apply.
* Experience working with child nutrition programs.

**Worksite**

* MFBN’s main office is located at 5625 Expressway, Missoula, MT until 8/15/2025 then will move to 5780 Alloy North, Missoula MT

**Compensation**

Montana Food Bank Network offers a competitive benefits package including 100% employer-paid medical for employees, $225 monthly HSA contribution, retirement plan with up to 3% employer match, 12 paid holidays, 2 floating holidays, and 4 weeks paid time off (PTO) in the first year. We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families, including flexible work schedules, education, training opportunities, and eligibility for the Public Service Federal Student Loan Forgiveness Program.

**To apply**

Please submit your resume and cover letter to gcarlson@mfbn.org . This position will be open until filled.

*Montana Food Bank Network is an equal-opportunity employer.*

*We celebrate diversity and are committed to creating an inclusive environment for all employees.*

*Offer of employment is contingent on the successful completion of a background check.*