



## Job Description

<b>Position:</b>	Child Nutrition Coordinator
<b>Classification:</b>	Full Time, 40 hours per week, Non-Exempt
<b>Department:</b>	Community Engagement
<b>Reports to:</b>	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 support and advance community engagement efforts related to child nutrition programs.

The Child Nutrition Coordinator supports the coordination of Community Engagement efforts at MFBN to increase access to federally reimbursable meals and federal nutrition programs including Summer EBT, as well as MFBN specific programs including: MFBN's partnership with No Kid Hungry Montana and MFBN's Backpack and School Pantry programs.

This role collaborates with school nutrition professionals, school administrators, and community organizations to advance child nutrition efforts across Montana.

### Duties and Responsibilities

#### Community Engagement 20%

**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) 50%

**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**

- Ability to learn MFBN practices and procedures, including the mission and the alleviation of hunger in Montana through long-term policy change.
- Ability to maintain and foster a culture of professionalism, adhere to MFBN standards and specifications, and support a positive team environment.
- Ability to understand and follow oral and written policies, procedures and instruction.
- Skill in communicating, in person and in writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to support and coordinate multiple projects with attention to detail and accuracy, both independently and in collaboration with others.
- Strong interpersonal skills, with the ability to work productively with staff, policymakers, communities, and partner 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.

##### **Minimum Qualifications**

- Any combination of training or experience equivalent to four (4) years of advocacy or programs serving children and families, or another related field
- Ability to travel long distances by car throughout Montana using an employer-provided vehicle. Primarily in spring, summer and fall (approximately 20% of full-time schedule)
- This position requires regular in-person work at the Missoula office and is not eligible for remote work.
- Valid driver's license required.
- Employment is contingent upon successful completion of a background check.

##### **Preferred**

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

**Worksite**

- 5780 Alloy North, Missoula MT

**To apply**

We encourage individuals with transferable skills and experience to apply. Please submit your resume and cover letter to [djohnson@mfbn.org](mailto:djohnson@mfbn.org). Priority screening will begin on May 14, 2026; applicants are strongly encouraged to apply by this date for full consideration. This position will remain open until it is filled. As part of your application, please ensure that your cover letter clearly addresses how you incorporate: relationship building, data-informed decision making, and community outreach into your work.

*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.*