

Job Title: SNAP OUTREACH COORDINATOR	Revision Date: 09/2017
Fair Labor Standards Act (FLSA) E	Full time

Position Overview: The SNAP Outreach Coordinator will research, develop, and execute an outreach plan that covers Food Finders Food Bank’s 16 county service area in an effort to increase SNAP enrollment. The SNAP Outreach Coordinator will work to increase the participation of eligible beneficiaries in need of Food Stamps and assist those individuals with the SNAP application process from beginning to end, in line with FFFB’s strategic plan. *This position reports to the Director of Programs.*

Responsibilities

- Identify collaborative opportunities and foster partnerships between network members and local community organizations, lawmakers, businesses, USDA, and other stakeholder groups actively engaged and/or interested in SNAP outreach
- Schedule and prepare SNAP outreach visits with community partners, Food Finders’ member agencies and volunteers
- Maintain a database of clients screened and conduct follow up to track clients post-screening
- Provide statistics and reports as directed for FFFB grants and reporting needs
- Provide screening and food stamp application assistance to individuals via phone and coordinate follow-up to ensure application is successfully completed
- Provide referrals and case management for clients upon request
- Develop in depth knowledge of food stamp policy and stay informed about food stamp policy and procedure changes
- Provide FFFB member agencies with food stamp applications and training
- Ensure that outreach activities are tracked and recorded for program goal evaluation
- Identify and foster innovative SNAP outreach initiatives that can be replicated
- Participate in meetings related to local and state food stamp program developments and issues
- Make presentations on behalf of the FFFB to donors, local and state agencies, media and other organizations if required
- Other duties as assigned

Requirements

- Daily travel to targeted counties in work vehicle, no overnights.
- Bachelor's degree in social science or related field/equivalent experience
- Excellent organization and communication skills
- Three years' minimum social service agency experience
- Must be proficient with Excel and all Microsoft Office systems to be able to use this program for data management and communication.
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Motivated individual with ability to efficiently multi-task, work under pressure, handle interruptions and meet deadlines
- Ability to identify and solve problems, analyze information and implement solutions
- Capable of taking initiative and assuming responsibility
- Ability to work independently and in a dynamic team environment
- Excellent verbal and written communications skills
- Experience working in conflict resolution
- Empathy for low-income individuals
- Motivated to help clients towards the goal of self-sufficiency
- Serve as a passionate and informed advocate for FFFB. Clearly communicate the impact of our work, verbally and in writing, throughout corporate and community networks.

Other Skills/Abilities

- Current unrestricted driver's license

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.