

Fighting Hunger, Feeding Hope

FOOD BANK

Community **FOOD BANK** of Eastern Oklahoma



Job Description

Position: SNAP Outreach Coordinator

Reports to: SNAP Outreach Manager

Status: Hourly, Full Time, some evenings and weekends required

Position description: Help expand support for families, adults and seniors by directly assisting them in making application for Supplemental Nutrition Assistance Program (SNAP) and modeling this activity for CFBEO partner agencies.

Duties

- Receiving and sharing training on SNAP application assistance with program partners.
- Assisting adults and seniors with completing SNAP applications.
- Traveling to program sites up to 4 to 5 days per week.
- Reviewing and understanding basic SNAP requirements in Oklahoma sufficiently enough to accurately share this information with partner agencies and clients.
- Documenting the SNAP Outreach plan in detail including tracking numbers of individuals who successfully make SNAP application and their outcomes related to receipt of benefits and food insecurity after 3 months.
- Identifying and understanding issues impacting SNAP outreach throughout the network including a gap analysis between any existing SNAP outreach activities and appropriate goals for each agency reviewed.
- Reviewing and understanding the variety of levels of staffing and capacity of agencies throughout counties served by CFBEO.
- Creating supporting materials to be used in conjunction with the SNAP Outreach plan.
- Complete special projects and other duties as assigned by management.

Other Knowledge, Skills and Abilities Required:

- Personal Skills - Must be a self-starter who is driven and capable of keeping track of multiple projects in a fast-paced environment. Must be highly organized with an ability to pay attention to detail; excellent interpersonal skills; ability to build relationships; must be a strategic, creative, progressive thinker.

- Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Language Skills – Ability to effectively present information and respond to questions from staff, partner agencies, clients, donors, community organizations, and the general public. Ability to write reports, business correspondence, and procedure manuals. Bilingual, Spanish-speaking preferred.
- Technical Skills - Proficient in MS Office applications and ability to learn new technological applications.

Required Personal Characteristics

- A desire to fulfill the Food Bank’s mission and uphold its core values.
- Integrity, enthusiasm, perspective, flexibility, patience, empathy and a strong work ethic.
- A desire to be a part of an innovative, entrepreneurial organization with the ability to prioritize, move quickly, and maintain strong follow-through in a dynamic environment.
- The intellectual depth, maturity, wisdom, and collaborative skills to garner trust and confidence of volunteer and volunteer leaders, staff and other constituents.
- Effective interpersonal skills with a demonstrated ability to work well with people at all levels, and a strong commitment to teamwork.

Additional Requirements

- High school diploma or equivalent work experience in a related field preferred
- Must be able to meet job requirements with or without reasonable accommodation, including the ability to lift and carry 25 pounds.
- Valid Oklahoma driver's license and use of personal vehicle with required auto insurance.