

Job Title: CalFresh Outreach Program Coordinator (Bilingual)
Department: Programs
Reports To: CalFresh Outreach Manager
Classification: Regular, Part-time (20 hours per week), Non-exempt
Location: Contra Costa and Solano Counties

Summary

As a dedicated and resourceful professional who thrives on making a difference in the lives of others, you will be responsible for conducting CalFresh (food stamp) outreach at designated healthcare organizations throughout Contra Costa and Solano Counties. CalFresh is a federally funded program, formerly known as Food Stamps and nationally known as Supplemental Nutrition Assistance Program (SNAP).

Essential Duties and Responsibilities

- Conduct community outreach with healthcare organizations to develop opportunities to explain the benefits of CalFresh to food stamp eligible populations.
- Develop a strong understanding of CalFresh program application and enrollment procedures.
- Prescreen clients for eligibility for the CalFresh program and assist them with completing the application and understanding the interview process.
- Speak to healthcare employees serving the CalFresh eligible population about the benefits of the program in order to increase enrollment.
- Maintain records documenting CalFresh outreach activities.
- Follow confidentiality procedures ensuring the protection of clients' personal information.
- Other duties as assigned.

Qualifications

- Bachelor's degree; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Bilingual (English/Spanish) language proficiency required.
- Professional experience in sales or outreach is preferred, as is familiarity with federal entitlement programs.
- Valid California driver's license and insurance, required.
- Intermediate proficiency with Microsoft Office Suite (Outlook, Word, and Excel), MS Windows and Apple iOS.
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.
- Ability to read, interpret, and write professional reports and correspondence.
- Ability to speak effectively before diverse groups of people.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Ability to frequently lift and/or move up to 25 pounds.



Job Opening

This is a grant funded position requiring daily travel to sites within Contra Costa and Solano counties.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package for eligible employees. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "CalFresh Outreach Program Coordinator." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
P.O. Box 6324
Concord, CA 94524**

For more information about us, please visit: <http://www.foodbankccs.org>

The Food Bank of Contra Costa and Solano is an equal opportunity employer