

Job Title: CalFresh Outreach Program Coordinator (Bilingual English/Spanish)
Department: Programs
Reports To: CalFresh Outreach Program Manager
Classification: Regular, Full-time, Non-exempt
Location: Concord, CA with travel in 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 with community and faith-based 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 community and faith based 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 community groups and churches serving the CalFresh eligible population about the benefits of the program in order to increase enrollment.
- Maintain records documenting CalFresh outreach activities.
- Assist CalFresh Outreach staff in publicizing CalFresh outreach efforts, including handling registration for agency meetings and trainings and preparing packets for the meetings.
- Follow confidentiality procedures ensuring the protection of clients' personal information.
- Other duties as assigned.

Qualifications

- Associate's degree and one to two years related experience and/or training. An equivalent combination of education and experience will be considered.
- Bilingual (English/Spanish) language proficiency required.
- Professional experience in sales or outreach is preferred, as is familiarity with federal entitlement programs. Sales, banking, or customer service experience a plus.
- Valid California driver's license and insurance, and ability to be covered under the Food Bank's auto insurance required.
- Intermediate proficiency with Microsoft Office Suite (Outlook, Word, and Excel) 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, 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.
- Ability to regularly climb stairs.

COVID Requirements

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

Additional Information

- **This position requires daily travel to sites within Contra Costa and Solano counties.**
- Use of personal vehicle for travel is required with mileage reimbursement at the standard federal rate. This position is located in a shared office space and remote work is not presently offered.
- In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$26 per hour.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and 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
4010 Nelson Avenue
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

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