

Job Title:	CalFresh Outreach Program Coordinator	Department:	Programs
Reports To:	CalFresh Outreach Manager	Employment Type:	Regular
Classification:	Full-Time	FLSA Status:	Non-Exempt
Location:	Fairfield and Concord	Date Approved:	9/8/2026

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The CalFresh Outreach Program Coordinator conducts community outreach and enrollment support to connect eligible neighbors in Contra Costa and Solano counties to CalFresh (SNAP) benefits. Working with community and faith-based organizations, this role helps individuals understand, apply for, and successfully navigate the CalFresh program, removing barriers to food access one enrollment at a time. This position is a direct expression of FBCCS's commitment to ensuring that every neighbor who qualifies for food assistance receives it.

Essential Duties

- Conduct outreach with community and faith-based organizations to explain CalFresh benefits and increase enrollment among eligible populations, including through tabling at resource fairs, community events, and schools.
- Develop a strong understanding of CalFresh program application, eligibility and enrollment procedures.
- Prescreen clients for CalFresh eligibility and assist them with completing applications and understanding the interview process.
- Develop and maintain a partnership network to reach more CalFresh-eligible community members; help train partners on eligibility basics to support referrals.
- Support clients through the full CalFresh application process, including six-month SAR-7 reporting and annual recertification with the county.
- Maintain accurate records documenting all outreach activities and enter client data into the relevant database systems.
- Follow confidentiality procedures to protect clients' personal information in accordance with HIPAA training.
- Assist CalFresh Outreach staff in publicizing outreach efforts, including managing registration for agency meetings and trainings and preparing meeting materials.
- Attend department and organization-wide meetings, trainings, and team-building events.
- Operate Food Bank vehicles as needed.
- May need to work occasional nights and weekend days for programs and events.

Skills and Qualifications

Required

- One or more years of related experience and/or training, or an equivalent combination of education and experience.
- Proficiency with Microsoft Office Suite (Outlook, Word, and Excel) and Apple iOS.
- Ability to read, interpret, and write professional reports and correspondence, and to speak effectively before diverse audiences.
- Strong planning, organizational, and time management skills.
- Ability to identify and resolve problems in a timely manner and use sound judgment in emotionally challenging situations.
- A California driver's license and ability to be insured under the Food Bank's insurance policy.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

Preferred

- Bilingual language proficiency in English and Tagalog, Mandarin, or Spanish.
- Familiarity with CalFresh, SNAP, or other public benefits programs; sales or outreach experience a plus.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- **Adaptability** — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation** — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability** — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge** — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support** — Upholding the organization's values, policies, and mission.
- **Teamwork** — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

Additional Information

In instances of a federal, state, or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Work Location

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment

Job Opening

This position works in an office environment with frequent travel to community partner sites, outreach events, and county offices. The employee may be occasionally exposed to outdoor weather conditions, fumes or airborne particles, and work near moving mechanical parts. The noise level is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The employee must frequently lift and/or move up to 25 pounds and have the ability to climb stairs regularly. The employee is regularly required to talk or hear, sit, stand, walk, use hands to type and handle materials, and reach with hands and arms. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

Compensation

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$33.40/hr.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "CalFresh Program Coordinator – Fairfield" OR "CalFresh Program Coordinator - Concord".

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>