



Care and Share Food Bank for Southern Colorado

Division/Department: 50-Programs

Location: Pueblo

Job title: SNAP Coordinator

Reports to: SNAP Manager

Status:
Hourly

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40 hrs./week

- Exempt
- Nonexempt

Position Summary:

The Southern Colorado SNAP Coordinator will work to increase participation in SNAP (previously known as The Food Stamp Program) by screening clients for eligibility and helping them with the application process using the state's online application tool, PEAK. This position will train and develop a strong core of volunteers to expand Care and Share's capacity to provide outreach. In addition, the SNAP Coordinator will develop partnerships and infrastructure to conduct outreach and application assistance at community-based locations to provide greater access and minimize barriers for clients applying for SNAP. This position will focus on building a relationship with WIC to receive referrals for SNAP. This a grant funded position.

Duties and Responsibilities:

- Conduct outreach to community-based organizations, emergency food programs and other partners providing information on SNAP rules and regulations.
- Analyze trends and enrollment statistics regularly, develop new strategies when current ones aren't working.
- Screen, counsel and advise clients on necessary documentation and eligibility requirements for SNAP.
- Provide facilitated enrollment services to clients so they can apply and recertify for SNAP via PEAK.
- Research viable community organizations that serve SNAP-eligible clients and develop partnerships and infrastructure within these organizations to increase SNAP awareness and application submission rates.
- Recruit, manage, train and retain SNAP Ambassadors (community volunteers) to conduct screening and application assistance.
- Attend community outreach events, fairs and forums as needed.
- Ensure that outreach activities are tracked and recorded as needed for program evaluation and reporting to grant funding agencies.
- Work directly with WIC to build a strong partnership and process SNAP applications from WIC referrals.
- Work directly with the Department of Human Services/Social Services offices in Southern Colorado.
- Document standard operating procedures.
- Integrate, identify and cultivate lead volunteers to help manage program in order to have a broader impact.

Work experience requirements:

- Bachelor's Degree
- Extreme comfort using online technologies and database systems daily
- Background in public health, public administration or human services
- Capacity to work independently, self-starter
- Demonstrated ability to organize, prioritize, problem-solve, and be flexible
- Impeccable verbal and written communication skills
- Spanish speaking preferred (not required)

- Outstanding follow-through skills
- Experience in preparing and giving public presentations
- Knowledge of food insecurity within culturally and economically diverse communities
- Prior experience working with low-income communities (preferred)
- Travel required
- A working vehicle, valid CO driver's license, and minimum insurance levels (\$100,000/\$300,000/\$100,000 liability coverage)

Pay: \$16.00/hour

Benefits: Medical, Dental, Vision, Life, 401k Match and Paid Time Off

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.