



El Programa Hispano Católico: Community Strengthening Services

SNAP Outreach / Education Specialist

Part-time Position (32 Hours a Week) Non-exempt

Reports to: Housing Services & SNAP Outreach Coordinator

POSITION SUMMARY:

The SNAP (Supplemental Nutrition Assistance Program) Outreach & Education Specialist position will focus on enrolling new households in SNAP (to include renewals) in the Latino community, educating and assisting clients to access services when appropriate.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Conduct outreach activities and disseminate information from agency office locations, food pantries, schools and community and agency events, more specifically:
 - Eligibility / pre-screening
 - Application assistance
 - Verification of SNAP documentation
 - Dissemination of fliers on SNAP eligibility and application process, SNAP application assistance locations, etc.
 - Oral presentations that explain the SNAP application process and benefits.
 - Information and application assistance at community events.
- Detailed tracking of the number of new individuals enrolled in SNAP, to include the number that receive screening for potential eligibility, number of individuals that receive application assistance, and total number of individuals who receive SNAP outreach.
- Documentation of challenges, lessons learned, program modifications, collaborative partners, individual client stories to be included in program reporting.
- Plan, organize and deliver educational presentation to community, including securing locations, preparing materials, evaluations and follow up.
- Educate target populations about their rights and responsibilities and provide advocacy in overcoming barriers and accessing services when appropriate.
- Identify potential outreach locations and build partnerships within the community.
- Develop culturally and geographically appropriate educational materials regarding SNAP.
- Attend funder and agency meetings, trainings and events as required or requested by manager.
- Effectively represent El Programa Hispano Católico in the local community.
- Adherence to El Programa Hispano Católico policies and procedures.
- Perform other duties as assigned by EPHC supervisor.

QUALIFICATIONS:

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English.
- High School diploma required. Bachelor's Degree preferred experience
- 1-3 years' experience providing case management, information and referrals and / or advocacy.
- Experience with community networking and ability to maintain relationships with community partners.
- Strong proficiency in all programs of Microsoft Office.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.

- Demonstrated ability to understand the issues of people living in poverty and be engaging and interact compassionately with a diverse community.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- Must have driver's license, ability to obtain automobile insurance at levels required by agency (100/300/100). Frequent driving in the Tri-County area required.
- Satisfactory results from civil, criminal and motor vehicle background check required

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit your resume and cover letter at: <https://ElPrograma.applicantpro.com>

EQUAL OPPORTUNITY EMPLOYER