

Job Description

Position Title: CalFresh Outreach Program Coordinator

Reports To: Student Services Manager

Contact: Lisa Norombaba, Executive Director lisa@sdwesleyhouse.org **619.732.6040**

Wesley House Student Residence aims to break the cycle of poverty and build strong communities by supporting equitable access to higher education through affordable housing and supportive services. We envision a San Diego County where all students, regardless of economic, social, or ethnic background, can build self-confidence, career stability and community engagement through equitable access to higher education.

Summary

The CalFresh Outreach Program Coordinator is responsible for conducting CalFresh (food stamp) outreach primarily to college students. 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 colleges, universities, and student groups to develop opportunities to explain the benefits of CalFresh to eligible populations.
- Develop a strong understanding of CalFresh program application and enrollment procedures.
- Prescreen clients for program eligibility and assist with completion of the CalFresh application and understanding of the interview process.
- Speak to community & campus groups serving the CalFresh eligible population about the benefits of the program to increase enrollment.
- Plan and implement outreach activities such as tabling events at the Wesley House Food Pantry, basic needs fairs at area community colleges and universities and
- Maintain records documenting CalFresh outreach activities including program recruitment outcomes.
- Collaborate with Wesley House program partners to help eligible students receive and maintain their CalFresh benefits.
- Assist with various organization administrative needs.
- 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 preferred.
- 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), as well as with MS Windows
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data and design workflow 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 40 pounds.
- Maintain high level of confidentiality at all times.

Benefits

- Job type: Regular Full Time
- Expected hours: 40 per week
- Retirement plan with employer match
- Paid time off, Sick Leave and 14 paid holidays
- Health care stipend
- Pay: \$25-\$27 per hour