

Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

Position: Food & Nutrition Services Program Coordinator

Reports to: Agency Relations Manager

Status: Full Time Hourly plus benefits

Purpose:

To provide information about the Food Stamp Program (recently renamed the Supplemental Nutrition Assistance Program – SNAP) to Hunger Relief Partners and application assistance to individuals and families.

Job Qualifications:

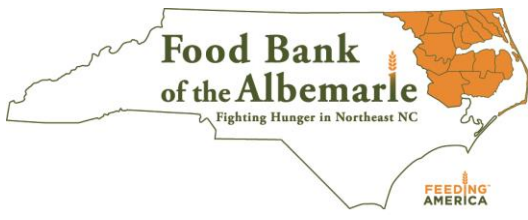
- A Bachelor's degree with a background in social sciences, nutrition or other related fields is preferred.
- Strong interpersonal and communication skills and an interest in working with low-income populations and ethnically diverse populations.
- Ability to speak Spanish is preferred.
- Experience working with non-profit community organizations and knowledge of hunger issues preferred, but specific knowledge about Food Stamps/SNAP is not required.
- Advanced computer skills are required.
- Reliable transportation is necessary.
- Ability to lift up to 40lbs
- Ability to work flexible hours if needed based on programmatic needs.

Essential Requirements:

- Clearance through a North Carolina Criminal Record Check.
- Have a valid North Carolina Driver's License.
- All Employees must adhere to-Drug and Alcohol Policy.
- Willingness to pursue appropriate professional development.
- Ability to work independently and as a team member.

FNS Coordinator Principle Responsibilities:

- Food Stamp Outreach: work at various social service agencies and emergency food pantries educating low-income individuals about SNAP benefits, administering pre-screenings, assisting with application completion and follow-up.
- Coordination with local agencies including social service programs, food pantries, government Food Stamp offices and other community partners.
- Provide information and referral help to individuals and families, program staff and volunteers based upon a comprehensive understanding of food resources and other available benefits. Responsible for remaining up-to-date with changes in SNAP and sharing this knowledge with local partners and Food Bank staff.
- Advocate to reduce barriers that currently hinder SNAP/FNS enrollment and attend quarterly FNS Outreach meetings with other NC Food Banks.
- Activity reporting for funding purposes, data recording as required by our Statewide FNS Outreach Plan Application tracking as required by the state.



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- Participate in staff meetings, strategic planning, travel to other Food Banks, travel for training for conferences and special events.
- Performs other duties as assigned.

Every employee must subscribe to the mission and vision statements of the Food Bank of the Albemarle. Employees must also adhere to the Food Bank's Drug and Alcohol Policy. All new employees must participate in a criminal background screening. These documents and requirements are on file in the Office of the Director of Finance and Human Resources.

The Food Bank of the Albemarle's relationship with the community from food donors to volunteers is one of high visibility and all staff must exercise a great deal of diplomacy and maintain a friendly and professional demeanor when dealing with these various groups.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

The Food Bank of the Albemarle is an Equal Opportunity Employer.