

Feeding the Gulf Coast Job Description

Job Title: Outreach Coordinator-South Mississippi

Department: Outreach Programs

Reports To: Outreach Manager

FLSA Status: Exempt

This position is located in Gulfport MS.

Summary: Responsible for building partnerships and organizing outreach activities to provide information and application assistance for the Supplemental Nutrition Assistance Program and other benefits to clients in target counties. Must be willing to travel daily with occasional overnight.

Duties and Responsibilities include the following:

1. Coordinates participation in community activities to share information about benefit enrollment opportunities.
2. Participates regularly in benefit enrollment events and training activities to meet annual goals. Including, but not limited to, senior events, prison outreach, rural locations.
3. Enables clients to complete applications and answers questions about application and approval process.
4. Works with food bank outreach team, agencies and community partners to educate their staff, volunteers and clients on the food bank outreach program and available benefits enrollment.
5. Manages and develops outreach partners to create successful outreach sites and coordinate consistent outreach events throughout the designation program service area.
6. Maintains accurate, consistent tracking of outreach events and partner development.
7. Recruits, trains, and manages volunteers specifically for outreach events including interns, work study and agency volunteers.
8. Assists the Outreach Management Team with program development, including messaging, outreach strategies, resource development, and long term partnerships.
9. Develops and maintains knowledge on local, state, and national SNAP and other benefits policies, procedures, and related changes.
10. Collects program data and create reports for partners or internal staff.
11. Assists with grant reporting and client story collection.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

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

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Apps (specifically Google Docs and Sheets).

Certificates and Licenses:

Valid driver's license with driving record that meets company insurance requirements.

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; or one year related experience and/or training; or equivalent combination of education and experience. Social Work, Communications degrees preferred.

Knowledge, Skills and Abilities:

- Communication and customer relations skills
- Time management skills for short, medium, and long term timelines
- Organization and task planning skills
- Ability to legally work with children and volunteers

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, and talk/hear. The employee is frequently required to stand. The employee is occasionally required to reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to driving for multiple hours.

The noise level in the work environment is usually moderate.

This position is located in Gulfport MS.

Please submit resumes and cover letters to emclarty@feedingthegulfcoast.org