



Job Description: SNAP Coordinator

Posted August 14, 2019 | Priority review starts September 5, 2019

About You

You have a deep commitment to eliminate hunger in Oregon and a passion for social justice. You have a special drive to support college students and can inspire other people to get involved in tackling hunger on campus. Sharing information and presenting to groups energizes you. You are a natural advocate, able to navigate challenges, improve systems and aren't satisfied to take "no" for an answer. You know how to build strong relationships with coworkers, partners and community members. You enjoy working with people and are equally comfortable working with a team and rolling up your sleeves when that's what is needed to get the job done. If this sounds like you, we hope you'll apply to join us!

About Partners for a Hunger Free Oregon

Partners for a Hunger-Free Oregon is a tenacious state-wide advocacy nonprofit led by a passionate board and committed staff of around 10 that embraces the values of equity, integrity and teamwork.

We envision an Oregon where everyone is healthy and thriving, with access to affordable, nutritious and culturally appropriate food. We raise awareness about hunger in Oregon, connect people to nutrition programs, and advocate for systemic changes to end hunger.

Learn more at oregonhunger.org.

About The Position

Benefits and Schedule:

- Full-time, non-exempt, 40 hours per week with some flexible scheduling
- \$19.71 hour/ \$41,000 yr. (DOE) (bi-weekly pay periods), annual opportunity for COLA or merit-based pay increases.
- Benefits including health, dental, and vision insurance; up to 3% matched retirement (IRA); paid family/medical leave; health & dependent care flexible spending account; 3 weeks of paid vacation with annual increase; 2 weeks of paid sick time; 12+ paid holidays.

The SNAP Coordinator position will be an integral team member on efforts to address college hunger in Oregon. This position specifically will partner with higher education institutions by providing training, support and coordination on connecting students to the Supplemental Nutrition Assistance Program (SNAP). By coordinating with co-workers on our Hunger-Free Campuses Team, this position will help take the input of students and use it to equip colleges to increase access to SNAP and address college hunger.

Key Activities and Responsibilities:

- Expand SNAP outreach at Oregon higher education institutions with a focus on

-
- equitable access
 - Coordinate activities with college stakeholders and students
 - Facilitate trainings and outreach activities
 - Address college hunger through advocacy efforts
 - Engage with students on their needs and solutions

Activities by area:

1. SNAP Outreach and Access for College Students (30%)
 - a. In project planning, put the needs of historically oppressed communities forefront to ensure equitable access to SNAP on college campuses
 - b. Encourage and support higher education institutions to implement SNAP outreach efforts
 - c. Keep up-to-date on student eligibility rules for SNAP and maintain updated information (outreach toolkit, webpages, outreach materials, etc.) for key stakeholders
 - d. Document barriers for college students to access SNAP and solutions to address barriers
2. Communication and Coordination with College Stakeholders (20%)
 - a. Develop relationships with key college stakeholders including students, administrators, faculty, and social service organizations
 - b. Coordinate outreach activities, trainings, and technical assistance with higher education institutions and key stakeholders.
 - c. Coordinate with team members doing community engagement activities with students and support on-campus student leaders in outreach and engagement activities
3. Provide Trainings (20%)
 - a. Facilitate outreach workshops and provide application assistance trainings to key higher education stakeholders
 - b. Maintain and update workshop and training curriculum including adapting curriculum to individual institution needs. Evaluate outreach and training efforts.
4. Participate in Hunger-Free Campuses Initiative Team (15%)
 - a. Attend team meetings and participate in team leadership and decision-making
 - b. Support advocacy efforts and policy development to address the root causes and inequitable experiences of SNAP access and college hunger
5. General SNAP Team Support (15%)
 - a. Contribute to SNAP team projects including SNAP Client Advisory Board, trainings and education opportunities, administrative advocacy, and statewide outreach network support.

Experience Requirements

The successful candidate will bring a strong equity lens to this work along with a deep commitment to, and passion for, social and food justice, as well as:

- One to two years of experience (working or volunteering) coordinating project activities that involve the community. Ability to prioritize simultaneous deadlines and follow-through with stakeholders is important.
- Strong communication skills. Ability to facilitate and conduct trainings, workshops, and presentations is required.

-
- Personal and/or professional experience with the Supplemental Nutrition Assistance Program (SNAP) or other public assistance strongly preferred.
 - Understanding of the college setting whether as a student, staff or volunteer.
 - The ability to navigate relationships and advocate for changes using an equity lens that centers those with lived experience of hunger and poverty, and those who traditionally have the least power in decision-making processes.
 - Experience tracking and reporting project work.
 - High degree of initiative and independent judgment, with the ability to anticipate needs, problem-solve and act in alignment with the organization's values and priorities.
 - Flexibility to adjust to changing demands; ability to manage multiple projects simultaneously in a fast-paced environment with little direct supervision.
 - Experience with technology. Use of Microsoft Office, Google Apps, is highly desirable for this position.
 - While not a requirement of the position, being bilingual or multilingual is preferred.

Physical Demands and Work Environment:

Frequently required to perform job duties outside of the office. Position requires ability to travel to communities across Oregon, occasionally to locations not accessible by public transit. The office is located on the second floor of a building with stair-access only. This position requires the ability to operate typical office equipment such as phones, computers and printers and to sit or stand at a desk for extended periods of time. We recognize that the physical demands listed here may present a barrier to some folks, therefore, we encourage all interested applicants to apply and to contact us at recruitment@oregonhunger.org to discuss any accommodation needs.

*** Application open until filled; priority review starts on September 5, 2019 ***

How to Apply:

Submit a (1) resume and (2) cover letter to recruitment@oregonhunger.org with "SNAP Coordinator" in the subject line. Details available at www.oregonhunger.org/employment

In the cover letter, please answer or address these two areas:

1. How would you help advance equity in the work of Hunger-Free Oregon and in this position? Please share an example of your experience learning, making decisions, being part of change and building relationships at the intersection of racial justice, food justice, and economic justice.
2. Looking at the requirements of the position above, how does your identity, values, and/or life experiences relate to ending college student hunger in Oregon?

Equal Opportunity and Non-Discrimination Statement

Partners for a Hunger Free Oregon is committed to equity, diversity and inclusion in our hiring, job advancement, internal operations and when considering the impacts of our work. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, mental or physical disability, age, marital status, military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class.