

## **THE ORGANIZATION**

**Feeding Westchester** is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved nearly 22 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied 18.2 million meals to children, families, and seniors, mobilized 11,000 volunteers, and raised over \$12 million in donations to help end hunger.

**Feeding Westchester's mission** is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision a community where all people have access to the food they need today, and the fundamental resources to build a better tomorrow.

## **THE OPPORTUNITY**

Feeding Westchester has an exciting opportunity for a visionary and mission-driven SNAP Associate. Reporting directly to the Director of Community Impact, the SNAP Associate plays a critical role in leading Feeding Westchester's Programs and Innovation efforts to build awareness about our mission, services, needs and successes, as well as to position the organization in leading hunger-relief in Westchester County. We are looking for someone with a solid social services and community outreach background who is passionate about driving programming and engagement with our partners and clients throughout the community! Spanish speaking a major plus!

## **JOB SUMMARY**

The SNAP Program Associate's principal objective is to act as a primary outreach worker and contact for Supplemental Nutrition Assistance Program (SNAP). Duties include, but not limited to educating potential SNAP recipients who live in Westchester County, prescreen and determine eligibility for seniors and disabled, to have a home interview without going to Department of Social Services for a SNAP application. This position requires active on-site and hands-on work in the field engaging with our partners throughout the County and may require some evening and weekend hours. This position works with diverse populations, so a strong degree of comfort in working with linguistically diverse, interfaith, BIPOC, LGBTQx groups is required.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

### **SNAP Eligibility Assistance**

- Provides SNAP eligibility screening and SNAP information over the telephone to clients of Westchester County.
- Conduct SNAP visits via Agencies by appointment, especially those serving seniors, disabled individuals, and Spanish-speaking individuals.
- Distributes SNAP information at select community events targeted to seniors, disabled individuals and Spanish-speaking individuals.
- Respond in a timely manner to all inquiries for information and provide excellent customer service to agencies and their clients.
- Provides agencies with SNAP information for distribution to clients.
- Partner with SNAP Manager to maintain up-to-date knowledge and understanding of SNAP related policy issues to ensure completion of all tasks associated with SNAP outreach.

### **Site Visit Coordination**

- Assists homebound seniors and homebound disabled individuals with the SNAP application process
- Coordinate and conduct application processing through promotional events, arrange application sessions and use phone calls or emails to screen and enrollment potential SNAP participants. Act as a liaison for future client follow up and communication.

### **Reporting and Compliance**

- Partner with SNAP Manager to maintain appropriate record keeping for data tracking, reporting and use in grant applications.
- Partner with SNAP Manager to monitor federal and state policy to ensure barriers and opportunities are identified and addressed.
- Partner with SNAP Manager to represent the Feeding Westchester at community SNAP meetings.
- Conduct annual needs assessment/satisfaction survey of program.

### **Required Education/Experience**

- Bachelors degree or a minimum of 2 years substantial social services community experience
- Extremely organized, detail oriented and able to keep accurate records for tracking and reporting.
- Problem solving to identify solutions and meet and enhance organizational mission.
- Demonstrated interest in hunger or related social issues.
- Proven success in building effective working partnerships.
- Bilingual (Spanish) preferred.
- Demonstrate full adherence to the handbook and all policies and procedures related to compliance.

### **Required Knowledge/Skills**

- Excellent verbal and written communication skills.
- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Must be proficient in latest software and technology
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized, detail oriented and able to keep accurate records for tracking and reporting.
- Establishment and maintenance of effective working relationships with diverse stakeholders.
- Problem solving to identify solutions to meet and enhance organizational mission.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and data systems.
- Ability to give regular communications in person, writing, by email and telephone
- Ability to give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- Ability to access all work sites of the agency.
- Ability to work in below 0°F temperatures for short periods of time.

**Working Conditions**

- Working inside the Feeding Westchester offices and warehouse environment.
- Working outside in all weather conditions in all Westchester communities.
- Ability to work irregular or extended hours including some evenings and weekends.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

**ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

**SALARY RANGE** \$58-60k