

# FoodChange

Nutrition. Education. Financial Empowerment.

## *Job Announcement*

### **NOEP (Nutrition Outreach and Education Program) Coordinator Food Access**

**FoodChange's** mission is to improve lives through nutrition, education and financial empowerment. Founded in 1980, FoodChange provides nutritious emergency meals to New York City's hungry children and adults. Our education programs improve the nutrition knowledge of low-income people of all ages and strive to make wholesome eating a daily reality for all New Yorkers. And, we increase people's financial means by helping them access and secure federal income-support benefits and offering workforce development programs.

**Essential duties and responsibilities include the following, but are considered flexible and may be adjusted as needed and are not considered all-inclusive.**

- Review families' and individuals' eligibility for the federal Food Stamp program and other benefits, assist them through the application process, and follow up with clients, including traveling with laptop and educational materials to various agencies, sites and events citywide.
- Assist with answering the Food Stamp call center, respond to requests for information, and follow up with callers regarding their requests for information.
- Provide trainings and educational workshops on the Food Stamp Program and related topics to community organizations and other appropriate agencies.
- Provide case management assistance to clients with FSP problems and issues including;
  - Initial intake and assessment,
  - General assistance to clients with resolving FSP barriers,
  - Follow-up and advocacy with HRA on behalf of FSP application/recipients.
- Create and deliver a media plan to inform people of the benefits of participating in the Food Stamp Program
- Assist in conducting regular follow-up with FoodChange clients.
- Assist in preparing project reports.
- Participate in program strategy and development.

#### **Qualifications:**

Candidate should possess two years direct social service client experience and good oral communication skills. Bachelors degree preferred. Must be familiar with government food or income support benefits. Must be able to work independently in a challenging position with constantly changing work environments, and able travel to different locations throughout the five boroughs daily. Candidates must be computer literate, bilingual (English/Spanish), and able and willing to work occasional evenings and weekends, as required.

Salary commensurate with experience and qualifications. We offer excellent benefits. E.O.E.

Please send a cover letter and resume to:

**FoodChange - Human Resources (Re: NOEP Coordinator)**  
**39 Broadway, 10<sup>th</sup> Floor**  
**New York, New York 10006**  
Or e-mail to: [jobs@foodchange.org](mailto:jobs@foodchange.org) / fax to: (212) 616-4990

Posted 11/08/06