



Nutrition. Education. Financial Empowerment.

Job Announcement

**FOOD STAMP SPECIALIST
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.

We are seeking a Food Stamp Specialist to join our Food Stamp Access Program.

Essential duties and responsibilities include the following, but are considered flexible and may be adjusted as needed:

- Review families' and individuals' eligibility for the federal Food Stamp program and other benefits and assist them through the application process and follow up with clients.
- Travel with laptop and educational materials to various agencies, sites and events citywide on a daily basis to prescreen clients for Food stamp eligibility.
- Provide trainings and educational workshops on the Food Stamp program and our specialized computer program to community organizations and other appropriate agencies.
- Assist with answering the Food Stamp pre-screening hotline, respond to requests for information, and follow up with callers regarding their requests for information.
- Reach out to perspective clients with an outgoing and energetic style.
- Maintain accurate data and track results for pre-screenings, follow-ups, trainings, and other services provided.
- Participate in program strategy and development.
- Frequent use of bilingual or multi-lingual skills.

Qualifications:

Candidate should possess 2 years direct social service client experience and good oral communication skills. Bachelor's 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 to travel to different locations throughout the 5 boroughs on a daily basis. Candidates must be computer literate, must be bilingual (English/French Creole), and able and willing to work on evenings and weekends, as required.

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

Please send a resume to:

FoodChange-HR (Re: FSS, English/French Creole)

39 Broadway, 10th Floor

New York, New York 10006

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4990

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