

FoodChange

Nutrition. Education. Financial Empowerment.

Job Announcement

Food Stamp Training 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:

- Develop in-depth training and quality assurance for emergency food providers utilizing a new food stamp application system
- Instruct Food Stamp Specialists and Emergency Food Provider staff on how to appropriately enter data, process and submit food stamp applications.
- Offer detailed training and quality assurance on food stamp pre-screening to community based organizations (CBO)
- Maintain accurate data and track results of pre-screenings, client follow up activities, trainings, and other services provided.
- Coordinate communication with appropriate Food Stamp Centers and CBOs.
- Summarize Food stamp policies and present them for training
- Participate in program strategy, advocacy and development.

Qualifications: Bachelor degree preferred. Candidate should possess 3 years social service experience, good oral and written communication skills and training experience. Must be knowledgeable about the Food Stamp Program and familiar with government food or income support benefits. Must be able to work independently and as part of a team in a challenging position with constantly changing work environments, and able travel to different locations throughout the 5 boroughs to provide quality assurance. Candidates must be computer competent, very comfortable learning and teaching new technology, and able and willing to work occasional evenings and weekends, as required.

Salary commensurate with qualification and experience. FoodChange offers excellent benefits. E.O.E.

Please send a cover letter, and resume to:

FoodChange- HR (Re: FS Training Coordinator, FA)

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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