

SF-Marín Food Bank

Job Title: CalFresh Community Partnerships Coordinator
Job Status: Full-time, Non-exempt
Department: Programs
Reports to: CalFresh Senior Manager
Supervises: N/A
Location: San Francisco office (900 Pennsylvania Avenue, 94107)

The Food Bank's mission is to end hunger in San Francisco and Marin. This year, we will distribute 47 million pounds of food – enough for more than 107,000 meals each day. We partner with more than 450 organizations – including 240 neighborhood pantries – to distribute food to low-income residents of San Francisco and Marin counties. Each week, more than 144,000 people are served by our programs.

This is a mission-oriented, challenging and friendly place to work. Our success relies on the people who work for our organization. If you would like to be a part of building a community where no one suffers from hunger, please consider joining our team of talented and dedicated individuals. For more information about our organization, please visit www.sfmfoodbank.org.

PURPOSE OF POSITION:

Join a collaborative team of motivated individuals designing, supporting and expanding food programs throughout San Francisco and Marin counties. Candidates should have experience working with community-based organizations and low-income communities in San Francisco. This position will work out of the San Francisco office as part of an existing team to increase participation in San Francisco County's CalFresh Program. This position would foster and grow an existing network of community-based organizations providing CalFresh outreach and application assistance services to at-need San Franciscans. This position requires the ability and willingness to work a flexible schedule, including periodic evening and weekend hours as needed.

Bilingual Cantonese, Russian, Tagalog, or Vietnamese preferred. Experience with CalFresh or other public benefits preferred.

DUTIES AND RESPONSIBILITIES:

A. CalFresh Community Partnerships Program Coordination

1. With support from the CalFresh Senior Manager, implement sub-contractor selection criteria.
2. Recruit and motivate community-based organizations to become sub-contractors to promote CalFresh and provide application assistance services.
3. Coordinate CalFresh eligibility trainings for sub-contractors and provide ongoing technical support.
4. Communicate frequently with sub-contractors and re-train as needed to ensure CalFresh applications submitted are of the highest quality.
5. Represent and communicate the needs of network partners in stakeholder meetings.
6. Coordinate data collection, reporting and invoicing of sub-contractors.

7. Ensure that CalFresh partners are meeting program goals and objectives.
8. Maintain communication and share strategies with National and State networks

B. Client Data Management and Tracking

1. Track outreach activities, pre-screens, applications submitted, outcomes and other data for sub-contractors.
2. Maintain accurate database of client information.
3. Maintain client confidentiality.
4. Maintain accurate files and contribute to preparation of monthly reports.
5. Maintain online appointment calendar.
6. Engage new partners to participate in network Yammer site

C. CalFresh Outreach, Screening and Application Assistance (Serve as backup)

1. Develop a thorough understanding of CalFresh (formerly Food Stamps) program application and enrollment procedures.
2. Prescreen clients for eligibility for the CalFresh Program.
3. Execute outreach, screening and application assistance at community-based sites (known as Same Day Enrollment Events).
4. Provide non-eligible participants with referrals to accessing free food distribution programs.

D. Other Responsibilities and Expectations

1. Assume responsibility for understanding and learning about CalFresh and other public benefits.
2. Learn about the impact of CalFresh on clients' lives and give feedback on how to more effectively assist clients through the application process. Training provided.
3. Availability to work some evenings and weekends
4. Other duties as assigned.

QUALIFICATIONS:

- Bilingual Cantonese, Vietnamese, Tagalog, Russian with the ability to read and write in one of the listed languages is preferred.
- Bachelor's degree or equivalent education and experience.
- 3+ years of relevant experience with agency relations, outreach, and/or social services.
- Interest in food security and hunger issues.
- Experience developing partnerships and working with community based organizations, preferably in San Francisco.
- Sensitivity to the needs of economically and educationally disadvantaged individuals.
- Ability to maintain client confidentiality; ability to manage challenging clients and situations.
- Excellent written and verbal communication skills, including comfort presenting in front of large groups.
- Ability to work and interact well with individuals (staff, volunteers and participants) from a variety of socioeconomic backgrounds in a culturally diverse environment.

- Excellent written and verbal communication skills, including comfort presenting in front of small and large groups.
- Experience managing databases and data on multiple programs.
- Proficiency in Microsoft Office Suite.
- Valid driver's license (access to vehicle strongly preferred but not required)
- Physical Demands: Ability to stand and talk to people waiting for food distributions outdoors; comfort in a variety of settings and physical arrangements. Ability to carry up to 20 pounds of materials

SALARY: Competitive pay based on qualifications and experience

BENEFITS: Medical, dental, life, long-term disability, and 403(b) retirement plan with employer base and matching contribution. Generous holidays, vacation, and sick time.

Please submit cover letter and resume to:

“CalFresh Community Partnerships Coordinator” Search

SF-Marin Food Bank

900 Pennsylvania Avenue

San Francisco, CA 94107

Fax: 415-282-1909

Email: jobs@sfmfoodbank.org (using “**CalFresh Community Partnerships Coordinator Search**” in the subject line)

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

The Food Bank is an Equal Opportunity Employer.