



## CalFresh Outreach Assistant

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fourteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

### POSITION DESCRIPTION

---

The CalFresh Outreach Assistant is responsible for prescreening potential CalFresh participants and provides application assistance for eligible participants in Sacramento County.

The CalFresh Outreach Assistant is responsible for the following:

- Prescreen potential CalFresh participants and provide application assistance at Family Services campus, Food Bank Services campus, various sites in Sacramento County and over the phone
  - Educate individuals on the CalFresh interview process
  - Follow up with clients in the application process
  - Attend community events and fairs to conduct outreach activities
- Support the CalFresh Outreach manager in developing and implementing CalFresh Outreach opportunities with grocery stores, schools, community clinics and other opportunities
- Conduct presentations to clients and partner agencies; assist with development of presentation tools
- Assist with training for volunteers, interns and other community professionals working with low-income clients on accessing and applying for CalFresh benefits
- Assist with CalFresh Outreach tracking and the completion of reports
- Other duties as assigned

### REQUIREMENTS

---

- Bachelor's degree; or two years related experience and/or training; or equivalent combination of education and experience
- Bi-lingual: Russian or Hmong or Chinese
- Experience supervising and directing the work of others, preferred
- Valid California Driver's license and insurance, required
- Proficiency with Microsoft Office Suite and knowledge of databases
- Proficient in basic math concepts.
- Reliable transportation and a valid California driver's license and minimum personal auto insurance
- Prior non-profit experience-preferred

### POSITION DETAILS

---

- Full time, hourly non-exempt; Monday through Friday with occasional weekends, nights and holidays
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more

Applicants must include resume, cover letter and [SFBFS' Employment Application](#) which includes 3 professional references (found on [www.sacramentofoodbank.org/jobs](http://www.sacramentofoodbank.org/jobs)) to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. No phone calls please.