



## FoodShare Outreach Specialist

This is a one-year grant funded position

In eastern Wisconsin, Supplemental Nutrition Assistance Program benefits (aka SNAP, FoodShare, Quest, EBT) go unclaimed because people are unaware of their eligibility or because they have difficulty with the application process. This is why Feeding America Eastern Wisconsin participates in the FoodShare Outreach Program. We work with organizations in the community to raise awareness about the availability of these benefits and to assist with screening and applications.



As our FoodShare Outreach Specialist, you would increase access to SNAP benefits by assisting eligible individuals not currently participating in the program. You'd screen clients and assist them with completing the FoodShare application process. You'd provide guidance for them so they understand their rights and benefits.

### Responsibilities

- Build relationships with community businesses and organizations to facilitate client referrals for FoodShare application assistance.
- Share expertise for development of promotional strategies and collaterals.
- Provide detailed explanation of FoodShare benefits.
- Screen potentially-eligible clients and use the State of Wisconsin's ACCESS online application tool.
- Provide personalized FoodShare application assistance utilizing the ACCESS online application and over the phone assistance with the local consortium call center.
- Assist clients in submitting verification documentation.
- Meet metrics determined by grant and state contract.
- Act as liaison for future client follow up and communication.
- Participate in mandatory food bank and statewide FoodShare Outreach team activities and meetings.

### Qualifications

Bachelor's degree from accredited college/university or equivalent experience

Minimum of 1 year of related outreach experience

Bi-lingual preferred (English/Spanish)

Strong ability to set own priorities and work independently while also being a part of a larger team

Professional written and oral communication skills

Intermediate to advanced computer skills specifically Microsoft Office suite and ability to learn the State of Wisconsin's ACCESS online application tool and customer service management database

Ability to utilize laptop and printer/copier/scanner for research and application processes

Ability to use cell phone and smart phone technology

Ability to travel throughout indicated territory on a regular basis for outreach, application appointments, and statewide meetings

Valid driver's license and good driving record and insurance to meet state mandated standards; dependable transportation to work sites

Experience working successfully with community based, nonprofit organizations preferred  
Experience working as an out-posted staff  
Ability to work on a computer for several hours at a time  
Ability to stand; walk; sit; stoop, kneel, crouch or crawl; taste/smell; and lift and/or move up to 40 lbs.  
Ability to use hands; reach with hands and arms, talk, and hear

**This is a one-year grant funded position.** There is potential for employment beyond year one based on the availability of funds.

**We Offer**

Robust health, dental, and vision plans, 11 days PTO, 9 paid holidays, 1 optional holiday, 1 personal day, life insurance, short- and long-term disability insurance and a 401(k) plan.

**If you want to make a difference in the lives of Wisconsin’s children, seniors and families, you’ll love this work.**

*Feeding America Eastern Wisconsin, Inc. is committed to fostering diversity in our workplace. FAEW does not discriminate against any applicant for employment because of age, race, color, creed, religion, handicap, sex, marital status, sexual orientation, national origin, ancestry, citizenship, physical disability, mental disability, or veteran status. Equal Employment Opportunity Employer*

To apply, send your resume and a cover letter to: [ttorbeck@feedingamericawi.org](mailto:ttorbeck@feedingamericawi.org)

