



COMMUNITY OUTREACH ASSOCIATE

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

SUMMARY

The Community Outreach Associate is responsible for assisting with the coordination, planning, implementation, evaluation and expansion of all Feeding Tampa Bay benefits outreach programs in the community, including but not limited to: Supplemental Nutrition Assistance Program.

JOB OVERVIEW

Email: hr@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works directly with clients in providing application assistance for the Supplemental Nutrition Assistance Program and additional benefits programs.
- Responsible for assisting with annual program evaluations.
- Responsible for site visits to all existing programs and new program sites regarding benefits assistance.
- Help ensure that benefits program is fully functional and compliant.
- Provides training to community program partners and volunteers to ensure program compliance is met.
- Travels throughout the food bank's service area to promote the benefits outreach programs.
- Represents the food bank to community groups and events through public relations and tabling events.
- Participates as needed in food distributions (various formats).
- Cross-trains on all food programs (AMP, SFSP, MMM, School Pantries, Backpacks, Workforce Development).
- Provides back up support, as needed, for other programs and programs department staff.
- Other duties and responsibilities as assigned.

EDUCATION and/or EXPERIENCE

Bachelor's degree and/or 3 years' experience in human services, program management, or business/account sales development. Knowledge and experience with programming in the non-profit sector. Knowledge of the community, program systems, program evaluation and program management. Strong oral and written communication skills. Strong skills in problem solving and time management. Ability to multi-task to meet deadlines. Strong attention to detail. Strong customer service skills. Ability to attend night and weekend meetings and travel. Possess excellent interpersonal skills in a diverse environment. Able to think creatively and strategically. Knowledge of Microsoft Office Suite and Adobe Acrobat, familiarity with online databases a plus. Ability to work as a team member, supporting Feeding Tampa Bay's mission and goals. Possess a valid Florida Driver's License.

Interested applicants: Send resume and contact information to: hr@feedingtampabay.org