



## COMMUNITY OUTREACH MANAGER

### COMPANY OVERVIEW

Feeding Tampa Bay is the leading hunger relief organization West Central Florida, serving over 600,000 food insecure individuals each year. Feeding Tampa Bay is committed to fighting hunger by building community support and operating an efficient distribution network across our 10 county service area.

### SUMMARY

The Community Outreach Manager is responsible for 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: [mspence@feedingtampabay.org](mailto:mspence@feedingtampabay.org)

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads community outreach team.
- Works directly with clients in providing application assistance for the Supplemental Nutrition Assistance Program and additional benefits programs.
- Responsible for regular program evaluations.
- Responsible for site visits to all existing programs and new program sites regarding benefits assistance.
- Responsible for expansion of benefits assistance offered to Feeding Tampa Bay clients, directly and through partnerships.
- Coordinates resource connections to other service providers in the community.
- Provides training to community program partners and volunteers to ensure program compliance.
- Travels throughout the food bank's service area to promote community outreach programs.
- Represents the food bank to community groups and 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.
- Leads special projects as assigned.
- Other duties and responsibilities as assigned.

### EDUCATION and/or EXPERIENCE

Bachelor's degree and/or 7 years' experience in human services, social work, 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: [mspence@feedingtampabay.org](mailto:mspence@feedingtampabay.org)**