



Position Announcement
SNAP Community Access Manager

Application Dates:

February 18, 2022 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview:

- The SNAP Community Access Manager for Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA) will report to the Senior Director of Advocacy and serve as a vital team member in the Advocacy Department.
- The SNAP Community Access Manager plays a direct role in ensuring that FSEVA is positioned to both “Feed the Line” while working to “End the Line,” working strategically with legislators, state and regional officials, human services department heads, and community leaders to identify SNAP program barriers and develop a comprehensive plan to improve access in their communities.
- The SNAP Community Access Manager will establish community partnerships and convene coalitions that support collective impact and capacity building efforts to increase access to SNAP in different ways.

Work Hours/Shift: Full-Time Days. Position requires working nights and/or weekends.

Duties and Responsibilities:

- Cultivate and steward relationships with the Virginia Department of Social Services staff at the state, regional, and local levels to raise awareness about public policy changes and options that impact citizens’ access to SNAP benefits.
- Engage in advocacy and education with legislative, state, and regional level staff to promote access to SNAP benefits.
- Identify the need for and support Foodbank of Southeastern Virginia’s transformational initiatives aimed at addressing the root causes of hunger, to promote food security and positive physical health outcomes.
- Using an equity lens, assist, organize, and develop collaborative partnerships in under-resourced neighborhoods disparately impacted by hunger and food insecurity.

- Assist community and faith-based organizations and local state agencies in decreasing barriers and improving access to USDA Food and Nutrition Service's SNAP Employment and Training (SNAP E&T) Program to help enable people eligible for SNAP to obtain employment and/or increase their wages.
- Engage with Programs Team to enable SNAP access and outreach at Healthy Food Pantry Program, Food Hubs, The Community Feed locations, campus pantries and other future programs.
- Cultivate relationships with Foodbank partner agencies and other community organizations to establish and maintain a community presence; and build a coalition of community partners to increase access to SNAP in different ways.
- Develop SNAP access guides localized to communities with existing partnerships and potential for new partnerships between healthcare facilities and social service organizations offering SNAP assistance and other food resources.
- Conduct outreach with administrators of healthcare facilities to determine their involvement with and barriers to SNAP administration and/or referral.
- Support Advocacy team in achieving set strategic plan and SNAP enrollment goals.
- Supervise, mentor, develop and effectively evaluate direct report staff (SNAP Outreach Coordinator), leading with behaviors that model the Foodbank core values and principles.
- Evaluate and measure SNAP outreach to determine that it leads to access, specifically focused on impact in communities served.
- Perform outreach in neighborhoods to identify, recruit and train community-based organizations to conduct SNAP outreach.
- Works with management staff to develop and manage relationships with partners across a portfolio of key organizational interest areas (human services, health care, education, and workforce development). Develop and improve channels for integrated pathways for SNAP referral and access.
- Conduct/ represent FSEVA at community networking events and regional gatherings to promote SNAP awareness and collaborative efforts which address the needs of the food insecure
- Attend the Foodbank's Agency Advisory Council meetings to gain insight on community needs.
- Assist in the development of and administration of assigned program budgets.
- Develop and conduct community-based surveys regarding community perceptions, needs, and behavior. Analyze survey results and prepare reports of findings with recommendation to leadership.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Educational Achievement:

- Minimum: Bachelor's degree in social work, human services, community organizing, or an equivalent combination of training and experience
- Preferred: Master's degree

Work Experience:

- Minimum: 3 years of progressive experience in nonprofit, human services, community outreach planning, and supervisory experience.
- Preferred: 5 years

Required Skills, Abilities & Certifications/Licenses:

- Ability to partner with key community partners.
- Excellent interpersonal, verbal and written communication skills.
- Detail-oriented with ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Ability to work evenings and weekends, as needed.
- To manage and work through conflict
- Ability to work collaboratively with internal and external leaders, partners and customers.
- Ability to bridge cultural boundaries to overcome barriers and improve outcomes.
- Access to a vehicle to attend community meetings, events and activities throughout 11 cities and counties of Southeastern Virginia and the Eastern Shore; good driving record and a valid VA driver's license.

Preferred Skills, Abilities & Certifications/Licenses:

- Public policy analysis
- SNAP and public assistance benefits enrollment

Physical Demands: While performing duties of this job, the employee is regularly required to perform the following when working in an office environment.

This job requires that weight be lifted, or force be exerted up to 25 pounds when handling donations, documents, and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Travel Requirements:

- Local and regional travel required. Infrequent overnight travel required for training and conferences.

Job Type: Full-time.

Pay: Starting at \$52,000.00; salary may be higher based on education and experience beyond minimum requirements, industry certifications and licenses.

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

To Apply: Submit an online application at <https://foodbankonline.org/about-us/careers/>.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.