



***Food for People, Inc.***  
**The Food Bank for Humboldt County**  
**P.O. Box 4922**  
**Eureka, CA 95502**  
**(707) 445-3166**  
**(707) 445-5946 fax**  
[www.foodforpeople.org](http://www.foodforpeople.org)

## **Bilingual CalFresh Outreach Specialist Job Posting**

Food for People, the food bank for Humboldt County, is looking for an outgoing individual, who works well independently and as part of a team, to work alongside our various food distribution programs as our Bilingual CalFresh Outreach Specialist. This position is focused on providing technical assistance and support, in both Spanish and English, for individuals and households who are interested in applying for [CalFresh](#) benefits and receiving assistance with post-application and benefit retention processes. (CalFresh is a USDA program that helps eligible households purchase essential foods for good health.) This position works with our team of Outreach staff to educate our community about CalFresh as a resource for purchasing healthy foods at stores and farmers' markets; pre-screen households for CalFresh eligibility; and provide application assistance and follow-up support on-site and via phone.

Program teamwork includes traveling countywide with our [Mobile Produce Pantry](#) several times per week, working in our on-site [Choice Pantry](#) weekly, and visiting our countywide [senior distributions](#), [free produce markets](#), and [pantry sites](#). Duties include, but are not limited to, assisting households with applying for CalFresh; developing bilingual CalFresh outreach and education print materials; identifying program access barriers and options for improved access; and networking with other community organizations.

The position is 35 hours/week, Monday through Friday and pays \$21.00 per hour. This position is eligible to take a Spanish language proficiency exam to qualify for additional bilingual compensation. We provide health, dental, vision, and life insurance benefits, in addition to paid sick, vacation, and holiday time. Optional participation in the CalSavers Retirement Savings Program is available. A valid California driver's license, clean driving record, bilingual ability (Spanish and English) and strong word processing and data entry skills are required for this position; please note that no exceptions can be made regarding these requirements.

This is a great position for someone who is interested in joining a diverse and dynamic team of staff and volunteers in support of an organization that truly makes a difference in thousands of lives right here in Humboldt County. Food for People is committed to providing a safe workplace and adhering to safe food distribution practices during the COVID-19 pandemic.

Please review the job description and qualifications. After reviewing, if you are interested in applying **applications must include:**

- Cover letter that tells us about you, the passions, interests, and experience that would make you a great fit, and how you meet the qualifications listed below
- Résumé
- Completed Food for People application available on our website at <http://foodforpeople.org/jobs>
- Three recent professional references

**Position is open until filled. Interviews will be scheduled with selected candidates.**

Application packets can be submitted by emailing to [hrteam@foodforpeople.org](mailto:hrteam@foodforpeople.org).

## **FOOD FOR PEOPLE, INC. Job Description**

### **Job Title: Bilingual CalFresh Outreach Specialist**

**Job Summary:** The Bilingual CalFresh Outreach Specialist is responsible for implementing bilingual (Spanish and English) activities to increase awareness of, enrollment in, and retention of CalFresh benefits. The Bilingual CalFresh Outreach Specialist will work under the supervision of and reports directly to the Volunteer & Direct Services Manager.

### **Job Duties and Responsibilities:**

The Bilingual CalFresh Outreach Specialist is responsible for implementing Food for People's CalFresh outreach, enrollment, and retention activities and regularly supporting Food for People's direct service food distribution programs with CalFresh outreach and logistical support. Job duties include:

### **CalFresh and other Nutrition Assistance Programs:**

- Provides bilingual CalFresh education, prescreening, and application assistance to potentially eligible households in Humboldt County, primarily within Food for People's countywide distribution programs (Choice Pantry, free produce markets, Mobile Produce Pantry, Senior/Homebound, and Pantry Network distribution sites) and community partner events (through a combination of phone, internet, and in person methods)
- Provides bilingual CalFresh benefit retention support, to help participants complete the CalFresh eligibility process and retain benefits once approved
- Works with Mobile Produce Pantry Coordinator to provide ongoing logistical support at all distributions, in addition to CalFresh education, prescreening, and application and retention assistance
- Assists with bilingual public education efforts designed to increase awareness of CalFresh in Humboldt County
- Works closely with Choice Pantry staff, intake interviewers, and other food bank staff and volunteers to increase awareness of CalFresh, the application process, and in-house application and retention assistance available
- Assists with training and educating community partners, such as case managers, service providers, pantries, and other community professionals working with low-income clientele on accessing and applying for CalFresh benefits
- Works with the CalFresh Outreach & Policy Advocacy Coordinator and County representatives to track and evaluate local trends, program access barriers, and options for improved access

- Works with the CalFresh Outreach & Policy Advocacy Coordinator to identify and develop outreach materials, as needed, to promote access to CalFresh
- Works with the CalFresh Outreach & Policy Advocacy Coordinator to ensure that materials are accessible to individuals with low literacy levels and individuals for whom English is not the primary language
- Attends meetings of the Humboldt County CalFresh Task Force and provides updates on enrollment activities and tools
- Networks with community organizations and collaborative groups serving low-income populations, including those specific to the Latino population
- Works with the CalFresh Outreach & Policy Advocacy Coordinator and Director of Programs to share data and other information necessary for Outreach program tracking and the completion of Outreach program and grant reports

### **Record Keeping:**

- Submits time sheets, expense reports, and other required documentation in accordance with Food for People requirements
- Collects data and client feedback for project reports
- Works with CalFresh Outreach & Policy Advocacy Coordinator to update procedures manual for the CalFresh Outreach program
- Maintains a complete record of all program activities, including enrollment data
- Records mileage for all program activities
- Submits all required monthly forms and reports in a timely fashion

### **Organizational Responsibilities:**

- Attends and participates in relevant staff, team, and/or board and committee meetings
- Participates in staff development activities/trainings as needed to complete job duties or as required by the Director of Programs and/or the Executive Director
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers and board members
- Participates in organization's fundraising activities, as needed
- Performs other duties as needed and/or upon request
- Reports on-site for scheduled days and hours.

### **Qualifications:**

Must possess a combination of education, experience, skills, and abilities necessary to carry out the job, including but not limited to the following:

- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- Ability to show initiative and share decision-making with co-workers
- Excellent interpersonal skills
- Ability to work well as part of a team
- Ability to complete paperwork requirements accurately and consistently
- Personal ability to motivate and relate positively to others
- Ability to track data accurately in databases
- Strong writing skills for the development of flyers, reports, etc.
- Ability to prioritize work tasks and manage time effectively
- Valid California Driver's license, excellent driving record
- Bilingual Spanish/English
- Ability to lift up to 25 lbs

Food for People is designated as the food bank for Humboldt County, and we are considered Humboldt County's primary hunger relief organization, providing food assistance through a network of programs and partnerships that reach more than 16,000 low income children, seniors, and others each month. Food for People currently operates a total of 18 programs for individuals of all ages whose financial circumstances have left them without adequate resources to purchase food. To learn more about our programs and impact, please visit our web site at [www.foodforpeople.org](http://www.foodforpeople.org).

***Thank you for your interest in working with Food for People!***