



Full-time CalFresh Outreach Assistant

Purpose of Position:

Increase awareness of and participation in CalFresh among low-income Sacramento County residents. This is accomplished by conducting outreach activities including prescreening, application assistance and follow-up to help increase the economic self-sufficiency of our clients.

Hours and Expectations:

- **Must be fluent in Spanish and English (verbal and written)**
- **Bi-Lingual and Bi-Cultural**
- Weekdays and occasional weekend work
- Must have a reliable personal vehicle for travel to outreach sites/events
- Ability to work with a variety of people from all walks of life, i.e. homeless, seniors, transgender, etc.
- Preferred, but not required, knowledge and experience in CalFresh or Public Assistance Programs
- Ability to work with volunteers and interns
- Be able to work independently with little oversight/supervision
- Experience with Microsoft Word, Excel, Outlook and Publisher

Duties and Responsibilities:

A. Outreach Activities, Pre-screening and Application Assistance

- Work collaboratively in conducting and planning CalFresh outreach activities
- Prescreen potential CalFresh participants and provide application assistance in person at various sites in Sacramento County and over the phone
- Follow up with clients in the application process, assess client needs and follow up at County level
- Attend community events and fairs to promote the CalFresh program and conduct outreach activities
- Distribute and track outreach materials on site and off site
- Assist in identifying clients who could be helpful in media-related events

B. Client Data Management and Tracking

- Maintain accurate database of client information and events
- Maintain accurate files and contribute to preparation of monthly reports

C. Other Responsibilities and Expectations

- Participate in ongoing community/county meetings as necessary
- Maintain confidentiality pertaining to all client information
- Assist CalFresh Outreach Director with CalFresh trainings
- Assist with development of marketing materials and website content
- Assist CalFresh Director as needed
- Develop and maintain healthy relations with partner agencies
- Participate in trainings/state meetings and webinars
- Translation of marketing materials in Spanish

D. Compensation and Benefits

- Hourly rate of \$15 with possible annual COLA and Merit Increase
- Health and Dental Insurance offered
- Personal Time Off is accrued
- 401K option available
- Working In a positive, helping environment
- 30-day review with 60-day probationary period

Deadline to Apply: September 15th or until filled

If interested in applying or have questions, email adierlam@rivercityfoodbank.org with a cover letter stating why you are interested in the position and a resume including experience, education and skills.

For more information: www.rivercityfoodbank.org

River City Food Bank is an equal opportunity employer.