

## **Resource Access Coordinator**

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 40 years. Last year, CFBNJ provided nutritious food for over 55 million meals through its network of more than 1,000 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs. Accompanying this, CFBNJ also provides vital programming as a frontline defense against hunger, helping families make ends meet and stretch food dollars further to alleviate food insecurity and improve health. For our hungry neighbors, the CFBNJ is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.

The CFBNJ is looking for a Resource Access Coordinator to conduct education and awareness building efforts to the public regarding the issues of hunger and poverty in our state. This critical role will be part of a team working to identify, connect with and enroll low-income individuals and families into eligible resources, such as the Supplemental Nutrition Assistance Program (SNAP). This role will operate out of the Hillside, NJ office with regular travel throughout northern New Jersey to visit community organizations serving the low-income population in order to pre-screen individuals for benefits and assist eligible people with the online application. This role reports to the Resource Access Manager.

Responsibilities include, but are not limited to:

- Participate in the planning and implementation of program efforts supporting connections to resources, regularly coordinating with CFBNJ's Programs and Agency Relations teams to ensure integration of programs and services throughout CFBNJ's network.
- Assist with recruiting and training of volunteers to use New Jersey's online prescreening tool and application at [www.njhelps.org](http://www.njhelps.org).
- Provide agency-based support and individual guidance for understanding SNAP program benefits, facilitating application completion using the New Jersey One APP online application (<https://oneapp.dhs.state.nj.us>).
- Schedule and conduct in-field visits to community organizations serving low-income individuals three-four days per week in order to educate, pre-screen and enroll eligible people in the SNAP program.
- Track site statistics and client interaction, from determination of program and income eligibility requirements to successful connection of qualified individuals to eligible resources, such as SNAP.
- Maintain knowledge and expertise in eligibility, enrollment, and program specifications of the SNAP program and knowledge to provide Financial Literacy resources and training.
- Create and distribute flyers and other outreach materials to promote and increase SNAP participation.
- Conduct agency workshops on the importance of client education and participation regarding the SNAP program.
- Educate the public and state and federal policy makers about the persistent problems of hunger and poverty to encourage them to support more public and private investments in social programs.

- Cultivate partnerships with non-profits and governmental organizations, and represent CFBNJ at events and meetings as requested.

**ESSENTIAL SKILLS AND EXPERIENCE:**

- Good interpersonal and computer skills (especially Word and Excel).
- Proficient organizational skills with attention to detail.
- Proficient in Spanish language.
- Valid NJ driver's license and available personal vehicle (mileage reimbursed).
- Ability to work independently and/or in a team environment.
- Demonstrated commitment to social and hunger issues and sensitivity to the low-income population.
- Willing to work occasional evenings and Saturdays.

**EDUCATION:**

Bachelor's degree in a related field.

Qualified candidates should send resume, along with salary requirements, to [jobs@cfbnj.org](mailto:jobs@cfbnj.org).