



Feast of Justice Outreach Coordinator

We are looking for an Outreach Coordinator to expand our reach and help families break the grip of poverty and food insecurity. You will be coordinating a program that engages directly with our guests, expands resources, and screens for supplemental support. To succeed in this role, you will need to be an energetic, compassionate, and care-driven professional as you connect with our diverse and growing community.

About Us: Feast of Justice is a charitable, faith-based non-profit organization whose mission is addressing hunger, meeting needs, and inspiring hope as we work toward abundant justice in Northeast Philadelphia and beyond. We currently serve 5000 households, across many cultures in Northeast Philadelphia. Our large team of paid and unpaid staff operates out of two sites: our primary site in Mayfair and a newer expansion location at the Northeast Services Hub in Oxford Circle.

General Description: The Outreach Coordinator will oversee outreach at both locations, helping develop partnerships that expand our work and connect individuals and families to additional resources beyond the emergency food support services we provide. The position will primarily focus on SNAP screenings, education, and closed-loop referrals, but will also engage, coordinate, and communicate additional wraparound services that will help to overcome barriers to self-sufficiency. It is anticipated that the Outreach Coordinator will spend 75% of their time in direct community engagement and 25% in administration, program development, and program growth.

Duties & responsibilities:

- **Oversee SNAP and public benefit education and screening program.**
 - Develop program materials and educational opportunities
 - Devise strategies for reaching general and target populations at Feast of Justice, such as immigrants, elderly, and disabled
 - Support and expand benefits screening process; oversee referral program to partner agency for case management
 - Maintain knowledge of the SNAP application process; train Leadership team and program volunteers on SNAP policy and changes
 - Maintain information for evaluations, and prepare periodic written reports on the progress of the project
 - Create processes and feedback loops with Feast of Justice staff, volunteers, and guests to regularly assess program's progress and opportunities to shift strategies
- **Oversee community outreach that creates a Feast of Justice presence and expands partnerships**
 - Attend local coalition meetings
 - Coordinate attendance at public events, such as senior fairs, school events
- **Coordinate wraparound programming, based on developed partnerships**
 - Support and coordinate existing partnerships that extend Feast of Justice's programmatic reach, such as health screenings, workshops, and nutrition education
 - Identify and engage potential partnerships that will be mutually beneficial
 - Identify and promote programs that incentivize using SNAP to purchase healthy food (e.g. farmer's markets)
- **Engage in advocacy work when appropriate**

Qualifications:

- Bachelor's degree plus two years experience in a relevant field, or four years of relevant working experience
- Have a minimum of two years of experience in direct service within social or human service organizations
- Personal experience with SNAP or other public benefits encouraged
- Ability to establish and maintain effective working relationships with people from diverse social and cultural backgrounds; bilingual communication skills preferred
- Knowledge of community resources and social work practices with high-risk populations
- Ability to make presentations and develop and deliver information to a variety of audiences
- Possess an attitude of collaboration for working with community organizations
- Ability to work independently and as part of a team
- High quality customer service skills (exhibit objectivity, persistence, calmness & helpfulness)
- Attention to detail and follows through on tasks
- Excellent computer skills required; familiarity with Salesforce preferred
- Strong verbal and written communication skills
- Excellent coordination and time management skills
- Flexibility, collaborative spirit, and strong organizational skills

Compensation

This is a full time position with a salary range of \$35,000-38,000 and is available immediately. Since our organization operates 6 days a week including daytime and evening hours, the position has flexible and varying hours, focusing primarily on regular weekday work, but also occasional weekend and evening hours. Benefits include paid time off, multiple holiday full closures, and an annual health reimbursement account.

If interested, send a resume and cover letter to hire@feastofjustice.org