

**Outreach & Communications Coordinator**

**Job Description**

**Summary of Roles & Responsibilities:**

This position is responsible for coordinating all outreach efforts with federal nutrition programs. Additionally, this position will lead social media efforts with support from staff. It will also include maintaining and developing relationships with food banks and food pantries. This position will be required to be on-site with some local travel as needed.

**SNAP Outreach Management:**

* Identifying new community partners throughout the state who are interested in conducting outreach activities (e.g. SNAP eligibility pre-screening and application assistance);
* Coordinating and facilitating bi-monthly check-in meetings with community partners
* Coordinating and scheduling community events
* Work with the executive director monthly invoicing process with the Utah Department of Workforce Services.
* Provide training, policy, and technical support to all community partners. Content help provided as needed by other staff
* Coordinate outreach with community partners and general public regarding all federal and state nutrition programs

**Pantry Association:**

Coordinate and facilitate quarterly pantry association meetings. The association is comprised of pantries and food banks that receive funding from the State.

**Social Media & Communications:**

* Create and manage social media presence: Support on content to be supplied by rest of team as needed
* Coordinate town hall and public meetings
* Work with staff to coordinate updates to “Need Food Help”
* Assist in fundraising activities and events.
* Assist in lobbying and advocacy activities.
* Collaborates with staff on team-wide projects.

**Required Qualifications:**

* Must be able to travel
* Must have a valid driver’s license and access to a vehicle
* Ability to adapt to a dynamic environment
* Confident with speaking in front of groups

**Preferred Qualifications, Skills, and Experience:**

* Knowledge and experience working on food access
* Excellent written & verbal communication skills
* Able to work independently and take initiative
* Responsible, independent, and open to learning and feedback
* Bachelor's degree or higher in a related field
* Ability to work with diverse audiences (i.e. elected officials, state administrators, and low-income communities)
* Ability to multi-task
* Familiar with client management databases
* Familiar with Joomla
* Experience with Microsoft Office

**Benefits:**

* Salary: $43,000- $45,000
* Generous benefits package: health, dental, and life insurance
* Vacation & sick time

***Please Submit A cover letter, & resume to resume@uah.org***