

## **Part-time Anti-Hunger Program Assistant**

### **Position Available**

Maryland Hunger Solutions, an initiative of the Food Research and Action Center, seeks a highly motivated and skilled individual to join Maryland Hunger Solutions as a part-time **Anti-Hunger Program Assistant**, focusing substantially on outreach, training, and public education regarding Maryland's Food Supplement Program (FSP), also known as the Supplemental Nutrition Assistance Program (SNAP) or Food Stamps. This position will be located in Baltimore, Maryland with some travel around the state required. This position reports to the Director of Maryland Hunger Solutions and the Senior Manager

### **Organizational Background**

Formed in 2007, Maryland Hunger Solutions (MDHS) is the leading Maryland nonprofit working to reduce hunger and improve nutrition in the State of Maryland by improving participation and benefits in public nutrition and related programs. MDHS's focus is on using federal programs (e.g., food stamps, called the Food Supplement Program in Maryland, school breakfast and lunch, summer and afterschool nutrition programs, WIC and other programs) to reduce hunger and its adverse effects; to improve economic security, health and nutrition; and to strengthen community institutions.

MDHS works to educate the public and policymakers about the extent of hunger and its impact on Maryland residents, to forge workable solutions at the state and local level, to track the performance of state and local agencies, to identify and spread sustainable best practices and to engage a network of partners to make the federal nutrition programs accessible to all those who are in need. MDHS is a core member of the Partnership to End Childhood Hunger, a public-private coalition that works to raise awareness about childhood hunger in the state and increase participation in nutrition programs that combat hunger. MDHS leads the Maryland Food Access and Nutrition Network and is a key participant in various other anti-hunger and anti-poverty coalitions. For more information on MDHS, see <http://www.mdhungersolutions.org>. For more information on FRAC, see [www.frac.org](http://www.frac.org).

### **Responsibilities**

The responsibilities of the Anti-Hunger Program Assistant will predominantly involve outreach to increase participation in the FSP program.

Responsibilities include:

- Coordinate and participate in FSP outreach efforts with the Maryland Hunger Solutions staff, partners, and public agencies.

- Provide support and leadership to other Maryland Hunger Solutions team members to integrate the team's work on FSP outreach across the state.
- Identify and develop outreach opportunities.
- Record and track the results of outreach activities.
- Assist in the preparation of development proposals and reports.

### **Skills and Qualifications**

- At least six months of relevant experience and a Bachelor's degree in a related field preferred.
- Good conceptual, strategic thinking, and creative skills.
- Detail-oriented planning and implementation skills.
- Willingness to work varied hours.
- Demonstrated ability to reach out effectively to low-income families and community-based organizations.
- Excellent oral and written communications skills.
- Ability to collect, analyze, and report on program data.
- Strong organizational skills and the ability to manage several tasks simultaneously.
- Excellent interpersonal skills.
- Strong team orientation.
- Own transportation required. (Parking/mileage reimbursement provided for required out-of-office travel.)
- Bilingual preferred.

### **Compensation**

Paid \$15/hour. 10 - 20 hours a week.

### **To Apply**

This position is available immediately.

Send resume, writing sample (not to exceed three pages), and cover letter providing a summary of accomplishments and experience to:

Part-time Anti-Hunger Program Assistant Search  
Maryland Hunger Solutions  
Food Research and Action Center  
1200 18<sup>th</sup> ST NW, Suite 400  
Washington, D.C. 20036

E-mail: [employment@mdhungersolutions.org](mailto:employment@mdhungersolutions.org) (Please include "Part-time Anti-Hunger Program Assistant in the subject line).

Fax: 202-986-2525; No phone calls please

**Closing Date**

When filled. However, Maryland Hunger Solutions/FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on sex, race, age, religious creed, sexual orientation, disability or ethnic or national origin.