

## **D.C. HUNGER SOLUTIONS – Part-time Anti-Hunger Program Associate**

### **Position Available**

D.C. Hunger Solutions seeks a highly motivated and skilled individual to join its staff as a **Part-time Anti-Hunger Program Associate**.

Through client outreach, the Part-time Anti-Hunger Program Associate will be responsible for working to increase participation in the Supplemental Nutrition Assistance Program (SNAP) in the District of Columbia. As part of the D.C. Hunger Solutions team, the Part-time Associate will work directly with District residents seeking assistance completing SNAP applications, conducting mid-certification and re-certifications. The Associate will work closely with the SNAP & WIC Outreach Associate to conduct follow-up calls, address SNAP application issues and process SNAP pre-screenings. The ideal candidate must be committed to addressing hunger and poverty in Washington, D.C.

Reporting to the Director of DCHS, this position is part-time and is initially set for a three-month agreement, but there is potential for an extension. DCHS operates in a fully remote environment.

Candidates must reside in the D.C., Maryland, and Virginia metro area.

### **Organizational Background**

The Food Research & Action Center (FRAC) works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

Founded in 2002, D.C. Hunger Solutions initiative of FRAC seeks to end hunger in the nation's capital. By leveraging substantial available federal dollars and improving D.C.'s operations of federal and local nutrition programs, D.C. Hunger Solutions work has helped to feed tens of thousands of District residents struggling with hunger and has increased access to healthy, affordable food. D.C. Hunger Solutions also leads or plays a key supporting role in the efforts of the various anti-hunger and anti-poverty coalitions throughout the city (e.g., Fair Budget Coalition, D.C. Good Food Purchasing Coalition, and D.C. Language Access Coalition).

For more information on D.C. Hunger Solutions, visit: [www.dchunger.org](http://www.dchunger.org).

### **Responsibilities**

The responsibilities of the Part-time Anti-Hunger Program Associate will predominantly involve working with the District of Columbia residents processing SNAP Applications, mid-certifications and re-certifications. This position will also involve strategizing

alongside D.C. Hunger Solutions staff to create solutions for a more efficient SNAP application process for District residents.

Responsibilities include:

- Review SNAP applications; conduct interviews with new and existing District SNAP clients; assist with SNAP re-determination status.
- Coordinate with SNAP/WIC Outreach Associate D.C. Hunger Solutions on processing SNAP pre-screening applications.
- Provide support to Anti-Hunger Program Associate, SNAP and Special Populations on how to integrate the team's work on SNAP across the District.
- Identify and develop opportunities to address and create solutions for SNAP application process in the District.
- Record and track District SNAP Client interactions to include pre-application, mid-certification, re-certifications, challenges, questions and concerns.
- Assist in the development of solutions to SNAP Application process with SNAP Team.

### **Skills and Qualifications**

- At least six months of relevant experience working with SNAP clients processing SNAP applications.
- 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 families living with low-income and community-based organizations.
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- 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.

### **Compensation**

\$18.40 per hour for up to 20 hours per week for 3 months, with the possibility of extensions.

### **To Apply**

Click [here](#) to submit a resume, writing sample (not to exceed three pages), and cover letter providing a summary of accomplishments and experience.

No phone calls please

### **Closing Date**

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

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