

Hunger Outreach Program Specialist – Oklahoma City

BACKGROUND

Hunger Free Oklahoma, a fund of the Tulsa Community Foundation, exists to leverage the power of collaboration to solve hunger in Oklahoma by improving systems, policies, and practices. HFO is a new statewide nonprofit established to work as a backbone organization to create systemic solutions, public/private partnerships, and collaborate with existing organizations addressing hunger.

Hunger Free Oklahoma is seeking program staff to work directly with various stakeholders at the state and local levels and provide technical assistance for implementation of Federal Nutrition Programs. HFO does not provide direct service, instead, we collaboratively work with community based organizations, government agencies, and other stakeholders who directly serve individuals. We provide support through technical assistance, convening, research, and policy guidance to nonprofit, government, and other stakeholders statewide.

JOB PURPOSE

The Hunger Outreach Program Specialist will be the first staff member in the Oklahoma City Hunger Free Oklahoma Office in support of Federal Nutrition Program expansion in central and western Oklahoma. This position will empower community organizations to utilize available federal resources through outreach, technical assistance, and leveraging our, and our partners', available resources. Specifically, HFO's Hunger Outreach Program aims to increase participation in the Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), and other Federal Nutrition Programs. The Hunger Outreach Program Specialist reports directly to the Program Director (located in Tulsa).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Oklahoma City-based Hunger Outreach Program Specialist will become an expert in Federal Nutrition Programs in order to educate the community on the benefits of the programs, assist schools and community organizations in application and implementation, and improve outcomes. They will also be integral in supporting community stakeholders to act strategically and locally to address hunger. This position will serve as the voice for federal nutrition programs across the central and western regions of the state – building strategic partnerships, serving as a resource and consultant, and working with the Hunger Free Oklahoma policy team to identify roadblocks to success.

Hunger Outreach Program Specialist Responsibilities:

- Develop a working knowledge of the Federal Nutrition Programs, application processes, eligibility standards
- Develop/implement new community engagement strategies
- Track/report grant deliverables
- Establish/execute strong consulting relationships with strategic stakeholders
- Provide in depth technical assistance
- Convene/coordinate local stakeholders to address area hunger locally
- Identify/develop strong partnerships with local organizations
- Identify/promote best practices

Hunger Outreach Program Specialist Responsibilities (Continued):

- Work with Executive Staff to develop communication tools and strategies to promote programs
- Provide public education, presentations, and outreach
- Connect community organizations to existing resources
- Support ongoing research projects regionally
- Identify/coordinate special projects as needed, including: data collection, coordinating stakeholders, implementing projects, and monitoring and tracking program deliverables
- Represent Hunger Free Oklahoma at regional events
- Other tasks as assigned

REQUIREMENTS & QUALIFICATIONS

Education and Experience

- Bachelor's degree; or Associate's degree with 4 or more years of experience in community outreach, nutrition, Federal Nutrition Programs, and/or nonprofit administration
- Background in social work and/or community outreach (preferred)
- Salesforce experience (preferred)
- Project Management and/or Project Coordination (preferred)

Desired Strengths and Abilities:

- Effective communication – to a broad range of audiences; comfortable working with diverse populations and knowledge of a wide subject matter
- Strategic thinking and innovation – ability to reason and solve problems in high pressure situations; recognize strategic opportunities for systems change; introduce new tactics or approaches that significantly improve or revise existing systems
- Engaging and passionate – must be able to explain to stakeholders how hunger impacts their work and get them excited about addressing it
- Self-motivation – results oriented, takes action, committed to continuous learning and growth
- Collaboration – must be skilled in facilitating and staffing meetings and developing buy-in

Other Skills and Requirements:

- Proficient in Microsoft Office Suite
- Familiar with social media
- Willingness to travel – this position will work with organizations throughout the central and western part of Oklahoma. Travel will vary during the year.
 - Moderate travel
 - Low overnight travel

Please e-mail resume and cover letter to: info@hungerfreeok.org

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alternate method of applying and will consider your application together with all other applications received for the job. Please call only for such application assistance.