



Position: Benefits Access Coordinator
Reports to: Chief Policy Officer
Position Status: Full Time, 40 hours per week, Exempt

GENERAL DESCRIPTION:

The Montana Food Bank Network works to end hunger in Montana through food acquisition and distribution, education and advocacy. The Benefits Access Coordinator will work with the Policy Department to increase outreach and participation in SNAP and make referrals to other public nutrition programs, as appropriate. The Benefits Access Coordinator will provide direct application assistance by phone and at in-person events such as health fairs or application clinics. The Benefits Access Coordinator will also engage community partners in outreach, including local food pantries and other service providers. The Benefits Access Coordinator will support additional department work as needed.

SKILLS AND QUALIFICATIONS:

- Commitment to the alleviation of hunger in Montana
- Ability to work with diverse individuals, and to communicate with clarity and empathy
- Strong writing ability and excellent interpersonal skills
- Experience in public speaking or group facilitation
- Ability to develop educational and outreach materials
- Strong organizational and planning skills
- Ability to work on multiple responsibilities with attention to detail and accuracy
- Ability to work independently and as part of a team
- Willingness to take initiative, suggest new ideas and strategies
- Proficient in Microsoft Office Suite
- Ability and willingness to travel, primarily in state

DUTIES AND RESPONSIBILITIES:

- Develop and maintain a detailed understanding of eligibility guidelines, application procedures, and program policies for SNAP in Montana
- Manage MFBN's benefits hotline, providing application assistance for SNAP, as well as Medicaid and TANF when appropriate; make referrals to other relevant public nutrition programs
- Utilize data to identify high-need communities and/or particular demographics to target SNAP with outreach efforts
- Develop outreach materials and resources needed to inform potentially eligible Montanans about SNAP and how to apply
- Educate community partners, policymakers, and others on the importance and status of SNAP in Montana
- Work with MFBN agencies, schools, health clinics and other partners to provide training on SNAP outreach assistance
- Monitor feedback on SNAP access and participation, as reported by clients and outreach partners, to help inform MFBN's policy efforts
- Provide input on the planning, implementation, and evaluation of the Benefits Outreach program
- Other duties as needed that support the mission of the Policy Department and MFBN

COMPENSATION:

The salary range for this position classification is \$14.46 - \$18.86 DOE. Final offer will be based on the candidate's ability to immediately contribute to organizational goals and apply relevant skills, while maintaining organizational pay equity.

Montana Food Bank Network offers a competitive benefits package. We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families.

TO APPLY:

Please submit your resume and cover letter to Gayle Carlson, CEO, gcarlson@mfbn.org. Position will be open until filled.

The Montana Food Bank Network is an equal opportunity employer. We celebrate diversity

and are committed to creating an inclusive environment for all employees.

Offer of employment is contingent on successful completion of a background check.