

FoodShare Outreach Assistant

FoodShare South Carolina believes access to fresh, affordable food should not be limited by where a person lives or how much they earn; and that food has the power to change the trajectory of someone's life.



Program Implementation & Coordination

The Outreach Assistant will support outreach and expansion efforts for the Fresh Food Box program in Columbia and surrounding areas. Additionally, the Outreach Assistant will maintain the partner site network order and distribution process will. The Outreach Assistant may be asked to join State Outreach efforts when applicable or necessary. Primary job responsibilities include:

- Participation in packing and fresh food box distribution activities.
- Present to and prepare new partner sites in the Columbia Metro-area. Lead training and retraining for partner sites.
- Increase saturation among SNAP recipients in Richland and Lexington counties through event participation and sharing marketing material
- Maintain order documentation and communication with partner site leaders
- Assist with Social Media Marketing.
- Document processes and systems pertaining to participant transactions, member hub development, and community organizing.
- Assist with volunteer organizing for packing, distribution and delivery routes
- Lead, where necessary, transaction process for Senior Living Facilities

Skills and Experience:

- Bachelor's degree preferred; 2 years of working in an office environment desired
- Spanish language proficiency highly desired
- Proficient in Microsoft Office (Word, Excel, PowerPoint Required)
- Strong organizational skills as well as excellent written and oral communication skills
- Willingness and ability to work in a dynamic team setting
- High attention to detail, demonstrated proactive approach to daily tasks
- Community Outreach experience preferred but not required
- Comfort presenting to groups and in small settings

Additional Requirements:

- Ability to provide a 10 year driving record
- May be asked to complete HIPAA training or other study compliance training

Work environment: Position will be based in professional work building off Two Notch Road in Columbia, SC. Travel will be required in town. Typical office environment with 4-6 days of the month spent packing and distributing Fresh Food Boxes.