

Legal Assistance of Western New York, Inc. ®

Nutrition Outreach

We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

Nutrition Outreach Coordinator - Rochester

POSITION ANNOUNCEMENT (October 2018)

COORDINATOR - NUTRITION OUTREACH AND EDUCATION PROGRAM

Legal Assistance of Western New York, Inc.® (LawNY®) has an immediate opening in our Rochester office for a Coordinator to staff our Nutrition Outreach and Education Project. Responsibilities will include participating in statewide outreach campaigns to educate NYS residents about the benefits of the SNAP (Food Stamp), Summer Food, and School Breakfast Programs; pre-screening households to determine potential SNAP eligibility; assisting clients in the SNAP application process; assisting households who are already receiving SNAP to continue to receive the proper amount of SNAP benefits; identifying and eliminating potential barriers to participation in the SNAP program; extensive networking and collaboration with other human service professionals; and assisting with preparation of programmatic reports for the project's funder. The Coordinator will be expected to have a physical presence in the county that they serve, spending at least 50% of their time at various sites around the County. This position will serve Monroe County. Conditioned on annual appropriations in the New York State budget, this position is expected to remain funded through June 2022.

Program: LawNY® is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen-county region in western New York State. LawNY® staff work in a cooperative environment and all staff members are expected to assist other staff members to achieve the general purposes of our program.

Requirements: Excellent interpersonal skills and ability to work independently are necessary. Demonstrated computer proficiency and strong writing skills are required. Consideration will be given to prior experience working with low-income households and/or community groups that work with low-income households, particularly in Monroe County. Consideration will also be given to prior experience with food policy, hunger relief, and nutrition programs. Preference will be given to candidates who are bilingual in Spanish and English. Applicants must have their own reliable transportation in order to do outreach to Monroe County locations. Expenses for mileage can be claimed and will be reimbursed.

Salary/Fringe Benefits: Salary is dependent upon experience. The candidate will be placed on the LawNY® salary scale based upon their level of relevant experience. The salary for someone with two years of relevant, related experience is \$27,800; for five years of experience, it is \$31,300. Fringe benefits include health, dental, life insurance, short and long-term disability and generous leave time. The position is available immediately and will remain open until filled. This position is considered Non-exempt under the Fair Labor Standards Act.

Procedure: Applicants should submit a cover letter describing qualifications, resume, and the name and contact information of (3) references by November 15, 2018, to ensure full consideration. Applications will be accepted beyond that date until the position is filled. Applications should be addressed to the attention of **Lori O'Brien**, Deputy Director, and sent by e-mail to lawnyapplications@lawny.org. Candidates can also apply via Indeed.com.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

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<http://www.lawny.org/node/253/nutrition-outreach-coordinator-rochester>

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