



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Food Connection Specialist - Santa Clara County Bi-lingual (English/Spanish)

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### About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit [www.SHFB.org](http://www.SHFB.org).

### About the Position

As a Food Connection Specialist, you will help end hunger in our communities by connecting neighbors in need to food resources throughout Santa Clara County. The position conducts outreach activities, including public speaking, 1:1 outreach in high-traffic community settings (such as medical clinics, WIC offices, social service organizations, and food bank distributions), special event outreach, and materials distribution. The Specialist conducts prescreening and application assistance at off-site locations and over the phone and is responsible for continually increasing knowledge about food program and CalFresh eligibility, policy and application requirements. The Specialist also helps to train and support outreach volunteers.

### This job might be for you if:

- You are bi-lingual in English and Spanish.
- You would describe yourself as a “people person” who genuinely enjoys meeting and helping people from many diverse backgrounds.
- You thrive working out in the community in a variety of settings and with juggling a variety of types of work, from administrative reports to public speaking and 1:1 client assistance.
- You possess cultural humility, and are familiar with the issues and needs of economically disadvantaged individuals, as well as have experience serving them.
- You take initiative, are creative, work hard, and have a ‘can-do’ attitude. You enjoy working collaboratively in a team setting as well as independently
- You take pride in your integrity and excellent customer service.
- You have experience training, leading, supporting and motivating volunteers
- You have in interest in serving and bettering the health and lives of community members.

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<b>Reports To:</b>	Food Connection Manager
<b>Location:</b>	This position will be based at the Curtner Center office in San Jose and will require off-site work throughout Santa Clara County.
<b>Hours:</b>	Full-time, Monday through Friday. Some weekends and evenings required.
<b>Compensation:</b>	Non-Exempt position. Competitive salary commensurate with experience. Generous benefits provided including medical, dental, vision and life insurance. Flexible Time Off (FTO) accrues at a rate of 160 hours/year. Ten paid holidays/year, and excellent retirement savings plan.

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