

**SNAP Partner Support Liaison
Job Description**

Reports to: SNAP Outreach Program Director

FLSA Status: Full-time, Non-Exempt

Salary Range: \$26 - \$30 Hourly DOE

Description:

For over 50 years, Wildfire has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, Wildfire develops and implements strategies to stop poverty before it starts. Wildfire is currently seeking a Partner Support Liaison to help aid in the oversight and implementation of the SNAP Outreach Partnership, including hunger outreach and education efforts, and involvement in federal and statewide anti-hunger initiatives.

Primary Responsibilities and Duties:

Administration:

- Manage SNAP Outreach program administrative and analytical tasks
- Process and analyze monthly reports and invoices
- Prepare business correspondence
- Assist with annual review processes including performance and budget analyses
- Assist with partnership and grant application evaluation
- Collaborate on final determinations of partnership acceptance, based on multiple data points
- Assist with updating and maintaining accurate program policy materials
- Update content in Wildfire's SNAP Outreach webpage, as needed

Organizational Partnerships:

- Maintain and promote constructive relationships with 62+ community partners, state-wide
- Respond to requests, inquiries, and feedback from partners in a timely and professional manner
- Conduct site visits at multiple, organizational locations (some state-wide travel required)
- Coordinate and plan monthly, online group meetings to include all partners

- Assist in the planning and execution of annual trainings
- Liaise with Dept. of Economic Security counterparts
- Effectively communicate to DES the needs, inquiries, and feedback of community partners
- Collaborate on improvements to the SNAP Outreach program
- Receive and disseminate policy changes, special requests, and updates from DES
- Respond to DES requests for updates and information regarding program and partnership status
- Prepare and submit annual partnership application documentation and aggregated data
- Assist in the preparation and submission of quarterly and annual reports

Community Outreach:

- Assist in the development of a community outreach plan to expand the number of SNAP Outreach partnerships, especially in underserved geographic areas
- Deliver in-person and online SNAP Outreach program presentations at community meetings, events, and conferences (occasional weekend and evening events required)
- Cultivate new partnerships with diverse community service agencies, educational institutions, civic associations, faith-based organizations, health centers, special needs, foster care, and veteran-focused associations across the state of Arizona
- Advocate for Wildfire's anti-poverty initiatives, especially in the arena of food insecurity

Knowledge, Skills, and Abilities:

- Commitment to Wildfire's mission.
- Technological expertise with multiple computing systems:
 - Microsoft Office essential applications (Excel, PowerPoint, Outlook, Word)
 - Remote meeting platforms (Microsoft Teams, Google Meet, and Zoom)
 - Adobe Acrobat (pdf creation and maintenance)
- Ability to adapt and learn new computing systems, as necessary:
 - Utilize database management systems to analyze and process data
 - Administer and update dynamic form entries using online form builders (Cognito Forms, Google Forms, etc.)
 - Collect and organize partner submissions and program document within multiple, SharePoint folder locations
- Knowledge of program management and administration
- Data analysis skills, including budget monitoring and returns on investment
- Excellent communication skills, both written and verbal
- Ability to plan and organize work tasks, meetings, and projects

- Ability to present ideas effectively, both verbally and in writing
- Ability to travel and work in diverse community settings within and outside of Arizona. Must possess a valid Arizona driver's license
- Capacity to work evenings and weekends, when necessary

Minimum Qualifications:

- The candidate must demonstrate a firm capacity to fulfill the duties and responsibilities of this position.
- Three years of work experience in a non-profit, social service setting preferred.
- Interested candidates who can demonstrate experience that has fostered the skills needed to fulfill the position are encouraged to apply.

How to Apply:

If interested, please email a cover letter and résumé to Kelly McGowan (kmcgowan@wildfireaz.org) with the subject line: SNAP Outreach Partner Liaison.

Please, no phone calls. Résumés accepted until position is filled.

Wildfire is an Equal Opportunity Employer and strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

Wildfire offers employer paid medical and dental insurance, life insurance, and retirement contributions. Competitive leave policies include four weeks of PTO upon hire and earned sabbatical.

Wildfire operates on a hybrid work schedule. The Partner Support Liaison will be expected to work in person two days per week if not otherwise in the field.