



Position: **Bi-lingual Food Security Coordinator**

Supervised by: Director of Community Services

Date: January 4, 2023

Classification: **Full Time Exempt (\*9-month contract)**

**Organization:** The John F. Kennedy Family Service Center, is a multi-service non-profit agency dedicated to increasing the availability, accessibility, and effectiveness of services for low-income children, families, and seniors in Charlestown, MA.

**Objectives:** Currently there hundreds of individuals in the Charlestown community with low income who need help finding affordable healthy food. The Bi-lingual Food Security Coordinator will play a role in bringing positive change to this community. This is a full-time, exempt position working closely with the Director of Community Services to increase emergency food access and the availability of healthy food among low-income Charlestown residents.

### **Essential Duties and Responsibilities**

- Communicate effectively in a non-judgmental and empathetic manner.
- Conduct intakes, eligibility determination and registration in accordance with the funding source requirements, policies, and procedures.
- Connect eligible members of underserved ethnic or linguistic communities with available resources through targeted outreach in the Spanish-speaking community.
- Case Management & Care Coordination: Complete home assessments for Senior Grocery Program, Review benefits checklists, discuss client needs, complete necessary applications for obtaining services.
- Interpretation/Translation: Provide competent Spanish/English interpretation assistance to clients/caregivers as necessary, provide language assistance to other teams/projects internally.
- Logistics: Coordinate online food deliveries for Senior Grocery Program and produce distribution.
- Provide Director of Community Services with timely data records, case notes, and paperwork pertaining to services.
- All other tasks and duties assigned by Director of Community Services.

### **Characteristics and Qualifications**

- Bachelor's Degree preferred
- Experience working on poverty-related and/or hunger-related issues. Boston experience a plus.
- Strong verbal and written Bilingual Spanish skills are required.
- A deep understanding of poverty and the needs of low-income people
- Ability to work effectively with persons at all levels of the organization (co-workers, Leadership Team and staff, volunteers, partners etc.)
- Excellent written, oral, and interpersonal communication skills
- Ability to multitask, meet deadlines, and take direction
- Proficiency in all major Microsoft Office products and a high comfort level with electronic communication
- Commitment to confidentiality and the core values of John F. Kennedy Family Service Center



## **Physical Demand**

Some light lifting and filing is required. This role routinely uses standard office equipment and technology. Stairs will need to be traversed in the course of position duties for any office-based work.

**To apply:** To apply, please send your resume and cover letter with your last name, first initial, and job title in the subject line to [cgalvin@kennedycenter.org](mailto:cgalvin@kennedycenter.org).