

# COMMUNITY SERVICES UNLIMITED, INC.



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## CalFresh Outreach Assistant Job Description

**Position Title:** CalFresh Outreach Assistant, Part-Time Approx. 24/hr wk.

**Reports To:** CSU Co-Executive Director's and CalFresh Associate

**Description:** Through outreach and application assistance CSU's CalFresh Outreach and Application Assistance program increases CalFresh participation among immigrants, seniors, students, working people and other underserved communities in Los Angeles, with a focus on the neighborhoods in South Central. The CalFresh Assistant will work with the CalFresh Associate to carryout outreach activities as assigned to encourage South Central residents to apply to CalFresh. The assistant will support application assistance efforts by scheduling appointments. The Ideal candidate is outgoing and personable, enjoys engaging with community members in multiple and varied locations, and is enthusiastic about helping residents of South Central access healthy food through enrollment in CalFresh. Applicants must be interested in working as part of a dynamic team and understand and be committed to CSU's core values of rigor, intentionality, respect, and humility. This job requires front time and interaction with members of the public, as a representative of CSU it is expected that the person hired will understand and respect the trust that is being invested the assistant.

### Major Duties:

- Attend community events, conduct outreach/education through tabling and distribution of materials and sharing information
- Participate in door-to-door canvassing to educate residents about CalFresh and CSU's ability to help them access the program
- Communicate with South Central LA residents by phone and email to schedule CalFresh application assistance appointments
- Attend CSU events to conduct CalFresh outreach and education activities
- Ability to work on-site
- Must be available to work some nights and frequent weekends
- Keep accurate, detailed notes on activities, information distributed, and other information as required by funders/contractors
- Attend team and collaborator network meetings
- Other duties as assigned

### Required:

- Bilingual English/Spanish verbal (required) and in writing (preferred)
- Valid driver's license and a reliable vehicle
- Dependability and punctuality
- Compassionate and caring
- Ability to maintain strict confidentiality regarding client information
- Basic mathematical competency – addition, subtraction, multiplication, division
- MS Word, Excel, Outlook proficiency or willing to learn
- Strong knowledge and familiarity with Los Angeles and South LA neighborhoods preferred
- Must project positive attitude about CSU and its programs and other staff in all interactions with community members, partners, etc.

**Salary:** Position considered for part-time on an hourly basis for with a potential for transitioning to salary after a probationary period. Salary starts at \$19.00 hour and can increase based on candidates' experience and skills specific to the job duties that will be performed.

**To Apply:** Submit cover letter and resume to [csu@csuinc.org](mailto:csu@csuinc.org). Position immediately available. Open until filled. We are a very small team and are not able to reply to candidates who are not invited to interview. No phone calls please.