

RACINE KENOSHA COMMUNITY ACTION AGENCY, INC.

Job Description

Job Title: FoodShare Outreach & Community Engagement Specialist
Report To: Community Services/Supply Chain Manager
Salary Range: \$60,000/year

This is an Exempt full-time Limited Term Position (LTE) from November 2026 – October 2027, unless funding dictates or require otherwise

REQUIREMENTS AND QUALIFICATIONS

1. A bachelor's degree in Communications, Psychology, Human Services or related field is required. Will accept degreed individuals with a minimum of five years community advocacy.
2. Ability to establish and maintain consistent relationships with various entities, which will include but not limited to, schools, pantries, senior-serving organizations, veteran organizations, faith-based communities and other various non-profit organizations.
3. Ability to maintain all necessary reporting and communication procedures.
4. Ability to speak with groups or individuals in a confident manner.
5. Relate effectively with individuals from all socioeconomic backgrounds, while maintaining confidentiality.
6. Self-starter, with initiative and drive, must be able to work as a team member.
7. Proficient in Microsoft office suite
8. Understand and abide by all federal and state guidelines detailed within the scope of the position.
9. Valid Wisconsin driver's license, access to a motor vehicle during work hours, and appropriate automobile insurance.

DUTIES AND RESPONSIBILITIES

1. Must be able to attend outside community events providing the community with information on FoodShare.
2. Assist in development of and delivery of marketing materials and strategies in accordance with guidelines established by DHS.
3. The specialist will help residents navigate FoodShare related processes including, but not limited to: ACCESS/MYACCESS, understanding the application and renewal process, uploading or identifying needed documentation, and connecting individuals to the appropriate resources when additional assistance is required.
4. Establish and maintain consistent relationships with Racine Kenosha Community Action Agency's (RKCAA) network of food pantries, meal sites, and other entities who have programs with or for the low-income and/or senior community.
5. Work with community partners to identify emerging needs, share approved information, provide materials, identify outreach opportunities, and determine where FoodShare education and assistance could benefit residents.
6. Establish scheduled FoodShare outreach hours or mobile support at partner locations throughout Racine and Kenosha Counties, which would include RKCAA's Weatherization (Racine) and Women Infants Children (WIC Kenosha) offices.
7. Work closely with the identified team members, including Finance, to ensure records are timely, accurate, and sufficient to support quarterly DHS reporting and reimbursement documentation
8. Ensure DHS-approved FoodShare information is consistently available through Racine and Kenosha Counties.
9. Attend in-service, career development and continuing education workshops and training sessions, attend meetings workshops and conferences as required.
10. Perform other duties as required or assigned.

If requested, reasonable accommodation will be made for persons with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER