



Spanish Speaking Outreach Assistant

Department:	Community Outreach (Lorton, VA branch)
Reports to:	NOVA SNAP Outreach Coordinator
No. of Volunteers Needed:	1 person bi-weekly
Date requested:	Ongoing

Position Overview:

The Public Policy and Community Outreach department at the Capital Area Food Bank (CAFB) works to bring information about the Supplemental Nutrition Assistance Program (SNAP) into local communities. This program is formerly known as the Food Stamp program and for households who qualify, money is dispersed on EBT cards each month for families to buy food. As a department, there are over 500 pieces of information distributed into the community each month. CAFB also has a Nutrition Education department where some community outreach is done.

Basic Function:

- Assist with the communication process of Spanish Speaking households in the community and in the Lorton CAFB office

Primary Duties:

- Attend various community events along with SNAP coordinator to distribute information in Spanish and discuss federal program
- Call lists of people contacted during outreach and see if they have any more questions or need assistance with their application
- Schedule appointments for NOVA SNAP Outreach Coordinator to meet with Spanish speaking applicants
- Create and translate Spanish flyers
- Stuff brochures and applications for outreach events
- Occasional data entry
- Some nutritional information translation (recipes, flyers, etc.)

Minimum Requirements:

- Must speak Spanish and English
- At least 18 years of age
- Attend mandatory training session at Lorton, VA CAFB branch

Volunteer Work Schedule:

- Flexible work schedule but with at least 2 hours every 2 weeks

DC Warehouse: 645 Taylor St, NE; Washington, DC 20017 | 202-526-5344
VA Warehouse: 6833 Hill Park Drive, Lorton, VA 22079 | 703-541-3063



- Willingness to commit for at least 3 months of SNAP assistance

Hours:

- Flexible

Position Location:

- Lorton, VA Warehouse - 6833 Hill Park Drive, Lorton, VA, 22079
- Various locations in NOVA but we will work to find locations in your area
- Also computer work and phone calls that can be done from home

Impact of this volunteer opportunity:

- Remove language barriers for hundreds of households in Northern Virginia so there is an understanding of federal assistance programs
- Parents will have money to buy needed additional food supplies each month to care for themselves and their children
- Sustainably puts resources directly into the hands of community members so they can continue to have access food

How to Sign Up:

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application.

Thank you for your support!