



## Food Stamp Client Administrator

Under the guidance of the Council of Orange, Society of St. Vincent de Paul, the Food Bank began providing food for the hungry in October 1983. Since 1983, the Food Bank has provided more than 245 millions pounds of donated and surplus food to local charities.

The Second Harvest Food Bank of Orange County is dedicated to alleviating hunger, developing programs to increase awareness of the hunger problem and providing an opportunity for volunteerism and community involvement. One of these programs is the Food Stamp Outreach Program

We are looking for a part-time Food Stamp Outreach Assistant who will aid on the Food Stamp Outreach Program development. Our goal with this program is that everyone who is eligible has the opportunity to apply for benefits, so they can have access to healthier diets.

### **Responsibilities:**

- Make information packets with the Food Stamps requirements for the clients
- Make photocopies for the applicants' original documentation.
- Organize the verifications of the clients.
- Maintain the privacy of the clients' information

### **Requirements:**

- Availability on Wednesday mornings
- Own transportation
- Background check (Provided by the Food Bank)
- An interest on helping people
- Organized, quick learner and responsible.

**Contact:** Send resume to [Agency@FeedOC.org](mailto:Agency@FeedOC.org)