

SNAP Coordinator

East Arkansas Community College is accepting applications for a Supplemental Nutrition Assistance Program (SNAP) Coordinator.

POSITION SUMMARY

The SNAP Coordinator position is a grant funded position and will report to the Director of Adult Education. SNAP Coordinator will partner with Department of Human Services for the SNAP employment and training programs in St. Francis and Monroe counties.

TYPICAL FUNCTIONS

Process referrals received from SNAP E&T Central Office on a weekly basis. Provide job search assistance. Serve as participant case coordinator and help in the development of education/career plans. Monitor participant's progress monthly and provide steps to help maintain successful progress. Maintain up to date participant files. Identify barriers faced by participant and develop solutions. Complete an employment plan for participants and update as needed. Other duties and special projects as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to gather data, compile information, prepare reports, develop and deliver presentations. Must have a commitment to working cooperatively with other campus personnel to fulfil the mission of the college and have the ability to deliver quality customer service. Proficient in Microsoft Office, Excel, Email, etc.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree required. Three years of experience in program administration or related field. Demonstrated proficiency in Microsoft Office. A skills test is required.

Please submit an EACC application, resume, and transcript(s) to EACC Human Resource Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

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