

NOEP Contract Manager - NYC

Overview:

Hunger Solutions New York, incorporated in 1989, is a statewide nonprofit organization that strives to alleviate hunger in New York State by promoting awareness of hunger, public policies that contribute to ending hunger, and participation in federal nutrition assistance programs, such as SNAP, WIC, the Summer Food Service Program, the School Breakfast Program, and the Child and Adult Care Food Program.

Hunger Solutions New York administers the Nutrition Outreach and Education Program (NOEP), a statewide SNAP outreach, education, and application assistance network, including 45 contractors located across New York State. NOEP contractors implement outreach campaigns for SNAP, Summer Food, and School Breakfast; create and conduct targeted outreach for their service area, assist potentially eligible households to apply for and receive SNAP benefits, and work to resolve barriers to SNAP participation.

Location:

This position will be based in Albany at the Hunger Solutions New York, Inc.'s Offices.

Position Overview:

The Contract Manager position will manage a portfolio of New York City-based contractors and contribute to the work of the Field Operations Team.

Responsibilities include:

- Ensure contractors understand NOEP's policies and procedures.
- Complete on-boarding process with appropriate new contractor staff.
- Provide technical assistance to a portfolio of contractors to develop effective outreach messaging and educational activities (presentations), community-based collaborations, and client tracking systems.
- Ensure contractors understand and complete quarterly reporting requirements.
- Review and analyze quarterly reports for the portfolio of contractors.
- Monitor each contractor's progress toward annual target numbers.
- Identify contract-related issues that need to be addressed and/or successful practices that should be shared.
- Implement corrective actions with contractors, when necessary.
- Maintain complete, accurate and up-to-date contract files.
- Conduct site visits and complete related reports.
- Other travel as assigned.
- Support development and/or implementation of online contract management system, as necessary
- Attend training and conferences as assigned.

- Assist Director and Assistant Director of Field Operations with various special projects as assigned.

Responsible to: Assistant Director of Field Operations

Qualifications:

The ideal candidate will be professional, organized, detail-oriented, efficient and adaptable with a proven ability to work autonomously and as part of a team. Must have strong oral and written communication skills. Knowledge of outreach/education, collaborating with other community-based organizations, and community-based approaches to human service delivery required. Experience working in minority communities and knowledge of federally-funded nutrition assistance programs preferred. Experience with providing technical assistance to contractors preferred. College degree required. Microsoft Office proficiency is essential. Bilingual ability a plus.

Compensation Package:

Salary of mid-\$30K, commensurate with experience plus fully paid benefits premiums, including health, dental, life, short and long-term disability, all starting the month immediately following date of hire (except for dental which is third month after date of hire), organizational contribution to a Health Reimbursement Account (HRA) depending upon health insurance chosen, retirement plan that is matched by the organization (available after 6 months of employment). Other options available. Casual, professional, flexible work environment.

To be considered for this position, please email a cover letter and resume to Jobs@HungerSolutionsNY.org. Please include "NOEP Contract Manager" in the subject of your email.

Hunger Solutions New York is an Equal Opportunity Employer.

Please visit www.HungerSolutionsNY.org to learn more about the organization.