

CHESAPEAKE MULTICULTURAL RESOURCE CENTER

Benefits Outreach Specialist Position

The Chesapeake Multicultural Resource Center (ChesMRC) is a 501c3 non-profit organization established in 2012, whose mission is to empower people from different cultures to become successful and engaged members of our community (see www.chesmrc.org). Programs include an afterschool program for elementary students, a resource center and immigration clinic and cultural competency and interpreter programs. ChesMRC's ideal candidate for the Benefit Outreach Specialist position will care deeply about the immigrant population of the Eastern Shore and want to make a difference in the community. This is a unique opportunity to help a growing non-profit become a strong and sustainable presence. More than a job, this is a lifestyle. ChesMRC is looking for someone who wants to make a long-term commitment.

Position Description

The Benefits Outreach Specialist will assist with connecting Spanish and other Non-English speaking community members to essential resources in the community, focusing on Supplemental Nutrition Assistance Program (SNAP) and Medicaid. Activities are to include:

- Participate in all statewide and local training
- Conduct outreach activities that educate the public about benefits
- Directly assist clients in applying for and renewing benefits
- Creating monthly reports to reflect outreach efforts and services provided to clients
- Interpretation and translation services.

The Benefits Outreach Specialist position is a 40-hour per week position which reports to the Director and Assistant Director. This position requires a person who is fully bilingual in English and Spanish. Programs could be at times conducted in evenings and/or on weekends.

Essential Job Functions:

Personal Attributes and Competencies

- Client service oriented—earning trust and delivering results
- Public presence and effective communication and public speaking skills
- Passionate about community service with superb leadership skills
- Cultural sensitivity and competence; ability to build trust and effective working relationships with the communities served.
- Self-starter, with ability to work independently and driven to produce results.
- Works well in a team environment.
- Quick learner who can rapidly distill and synthesize information.
- Creative thinker able to articulate needs, research and apply learning to conceptualize and implement new programs and outreach ideas.
- Excellent listening and interpersonal skills. Enthusiasm, energy and a good sense of humor.

Qualifications and Experience

- Two-year college completion preferred, plus relevant work experience.
- Fully bilingual in Spanish/English. Must be US citizen or have work authorization.
- Knowledge of immigrant communities, particularly those in the Mid-Shore area.

- Knowledge of available community resources, particularly those offering outreach education in health, education, employment and legal services/court system.
- Internet savvy and proficient with typical office software applications.

TO APPLY:

Send an email to the ChesMRC Executive Director, Matthew Peters: mateo@chesmrc.org

The subject line should read: Benefit Outreach Specialist Application

Introduce yourself in the body of the email and attach a single .pdf file. The file name should be your name (example: FIRSTNAMELASTNAME.pdf).

This single file should include your resume or c.v (make sure it includes current contact information) and statements addressing how you meet requirements above. Thank you for applying!

The deadline for applications is 11/01/2021.