

Job Title: Spanish/English Bilingual Outreach Contractor

Reports To: Outreach Manager

Benefits Eligible: No

Location: Denver, Colorado (currently remote, Denver metro travel required)

Position: Contract, approx. 15 hours/week, ends November 30, 2024

Salary: Contract position, \$30/hour plus mileage

Summary: The Spanish/English Bilingual Outreach Contractor will support and strengthen the [Double Up Food Bucks](#) (DUFB) incentive—an initiative of [Nourish Colorado](#), through assisting with partner outreach and engagement, following up with partner and community outreach needs requests, and helping grow the program’s partnerships and locations by connecting with local retailers, community-based organizations, community members, businesses, institutions, local, and statewide partners. This position will play a vital role in educating, informing, and shaping Double Up Food Bucks outreach strategies. Outreach will specifically target communities that have been identified as food insecure and/or low income, low access to ensure that efforts are directed towards those who need the most support, and will also make recommendations for best practices to support welcoming, accessible, and inclusive Double Up Food Bucks retailers. The Outreach Coordinator will be directly supervised by the Outreach Manager but may receive occasional tasks and direction from the rest of the Nourish Colorado Incentives team.

Ongoing Tasks:

- Promote DUFB in our current stores, markets, and farmers markets with on-site events and outreach, research and identify local partners and organizations to promote DUFB in the Denver metro, and identify and develop new relationships with SNAP retailers
- Work closely with the Outreach Manager and other DUFB teammates to develop an outreach plan to promote in community, businesses, institutions, and organizations via resource fairs, back to school events, etc.
- Help organize and attend Denver metro corner store events
- Answer voicemails on the DUFB customer line (approximately but not limited to 2-3 hours/week regularly, 8-10 hours/week from June-August)
- Respond to customer and partner questions in the DUFB email inbox, connecting to other staff or relevant external partners as needed
- Make recommendations for more inclusive and welcoming programming and marketing for current and potential DUFB retailers, materials, and overall outreach methods
- Occasional document translation



- Attend Nourish/team meetings as applicable

Education & Qualifications:

- MUST live in and be an active community member of the Denver metro, with preference given to East Denver, Central Park, Montbello, Aurora, etc.
- Bilingual in Spanish/English required
- Must have reliable and consistent transportation + the ability to set up tables/canopies and transport outreach materials to events
- Occasional weekend or night availability (with plenty of notice and understanding)
- Experience with community outreach in under-resourced and marginalized communities—preferably in BIPOC communities; encourages community trust and respect and willing to build on current community connections
- Basic knowledge of federal food assistance programs (SNAP/DUFB/WIC); lived experience with participating in nutrition incentives (SNAP, WIC, FDIPR, etc.) or food insecurity a plus
- Experience with Google Drive, Microsoft Office, and comfort with learning new technology and adapting to changes in a dynamic and growing workplace
- Strong communication and organizational skills, willing to take direction from Outreach Manager or work independently depending on the task at hand
- Passionate work ethic with a high degree of flexibility, energy, enthusiasm, and willingness to listen, learn, and share power
- Self directed, highly collaborative, and responsive: ability to drive strategy and build work plans that align efforts with outcomes and overall goals of the program, work remotely with little supervision, and respond to requests and feedback
- Submit invoice documenting prior month's activities by first Monday of each following month

Compensation: The Spanish-English Bilingual Outreach Contractor is a contract position that will end November 30, 2024 with no guarantee of funding in 2025-beyond. This position is \$30/hour plus mileage compensation for required travel within the Denver metro, and you will be required to document your related activities.

Studies have shown that women, BIPOC, LGBTQ+, and individuals with disabilities are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We would consider an equivalent combination of knowledge, skills, education, and lived experience to meet minimum qualifications. If you are interested in



applying, we encourage you to think broadly about your background, skill set, and heart for the role.

About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system.

Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should not be determined by economic conditions, race, or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here:

<https://nourishcolorado.org/about/>.

Please submit your **resume/CV** and a **cover letter** describing your interest in this position to Outreach Manager, Caitlin Stuart (caitlin@nourishcolorado.org). Job posting will remain open until May 17 with an anticipated start date of May 28.

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

