Position:	Community Resource and Outreach Specialist	FLSA: Nonexempt
Department:	Student Services and Support	Salary Grade: 22
Reports to:	Associate Superintendent or designee	

OVERALL OBJECTIVE AND SUMMARY

The Community Resource and Outreach Specialist will provide oversight and support of Joey's Food Locker and other initiatives that provide access to healthy food to community members experiencing food insecurity. Additionally, this position will support our district food, clothing, and toy drives through developing community partnerships and engaging in other outreach efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- *Support the implementation of Natomas Unified's Vision, Core Beliefs and Commitments, and Theory of Action*
- *Oversee day-to-day operations of the Community Food Distribution program, ensuring the pantry is fully stocked and ready to operate on distribution days*
- *Ensure a positive participant and volunteer experience by providing a high quality, welcoming, well kept, and professional Joey's Food Locker*
- *Manage and process incoming food and clothes donations, keeping in mind culturally relevant foods and staples, as well as donation procedures in alignment with District policy*
- *Coordinate food and clothing pickups and deliveries with new and existing donors, partner organizations, and volunteers; assist with lifting heavy food donations and putting items away if needed*
- *Oversee and monitor Joey's Food Locker budget and spending*
- *Organize volunteers, interns, and work study students, including maintaining positive and professional communication; keeping them abreast of current organizational events, resources, and updates; scheduling volunteers and ensuring appropriate coverage*
- *Assure cleanliness of pantry and food service supplies Conduct outreach by assignment throughout the City and outlying neighborhoods to service providers to facilitate services (such as food access, benefits, medical) for NUSD families in need*
- *Ensure ongoing communication with families and volunteers*
- *Identify potential funding and donation opportunities for food access and other charitable drives*
- *Assist the Foster/Homeless Liaison with the annual Food, Coat, and Toy Drives*
- *Attend and actively participate in relevant community meetings to identify potential partnerships and identify resources that will help to meet the food access needs of underserved communities*
- *Make recommendations in connection with planning and implementation of programs and activities that support NUSD families*
- *Represent the District at meetings regarding relevant matters as requested*
- *Perform other duties as assigned that support the overall objective of the position*

QUALIFICATIONS

Knowledge of:

- *Terminology, policies, practices and procedures of the area to which assigned*
- *Oral and written communication skills*

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- *Interpersonal skills using tact, patience, and courtesy*
- *Management skills to analyze programs, policies and operational needs*
- *Principles and practices of budget preparation, program development and administration*
- *Correct English usage, grammar, spelling, punctuation and vocabulary*
- *Record keeping, office organization and clerical skills*
- *District organization operations, policies, goals and objectives*

Ability to:

- *Utilize data to make improvements as needed*
- *Maintain professional and positive relationships with other service providers, community groups, and the neighborhood*
- *Maintain patience, enthusiasm, and a positive attitude*
- *Connect with an array of community members*
- *Respond quickly to unscheduled situations*
- *Plan work and carry through to completion independently*
- *Initiate and exercise independent judgment in the application and follow through of established procedures*
- *Communicate effectively both orally and in writing*
- *Operate a computer including, but not limited to, spreadsheets, databases, and word processing*
- *Conduct oral presentations and/or training to support staff and/or community*
- *Analyze situations and develop appropriate recommendations*
- *Interpret and explain district policies*

PHYSICAL ABILITIES:

This position requires:

- *The ability to sit for prolonged periods of time*
- *Ability to lift up to 40 lbs and be on feet 3-4 hours a day*
- *Sufficient vision to read printed materials*
- *Speaking and hearing ability sufficient to hear over a phone and carry on conversations*
- *Sufficient body movement and mobility to drive a car, climb, bend and kneel*
- *The ability to demonstrate flexibility and ability to respond quickly in emergency situations*

EDUCATION AND EXPERIENCE:

- *High School diploma or equivalent*
- *Direct experience working as a professional, volunteer, or in another relevant capacity with people experiencing homelessness and/or with individuals with complex needs*
- *Degrees with a major such as Social Work, Human Services, Psychology, Counseling, Sociology, Anthropology, Ethnic Studies, Public Policy, Public Health, or a related field preferred*
- *Bilingual Preferred*

License or Certificate:

- *Valid driver's license, auto insurance and ability to drive a large vehicle*

Range Updated: July 1, 2025 per CBA

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