

NOEP Coordinator – Yates County: Pro Action of Steuben and Yates, Inc. is accepting applications for Nutrition Outreach and Education Program (NOEP) Coordinator at the Yates County Office Building in Penn Yan.

The NOEP Coordinator is responsible for community outreach related to the Supplemental Nutrition Assistance Program (SNAP) and assisting households in determining their eligibility and completing the SNAP application process.

Will establish maintain collaborative community relationships and conduct presentations about the benefits of SNAP at community agencies. Will submit comprehensive quarterly reports using the NOEP online contract management system.

Must have strong customer service skills, good public speaking and presentation skills, be detail oriented and able to manage multiple deadlines and priorities. Must be able to learn and apply technical knowledge of the Supplemental Nutrition Assistance Program. Computer skills and a valid driver's license meeting agency standards are required.

This position requires an Associate Degree in Human Services, Social Work or a related field or a High School Diploma and minimum of 5 years of related experience. A comparable combination of education and experience may be considered.

To apply, please submit a letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.