

## Public Benefits Specialist and Director of Virginia Hunger Solutions

### About the Position

Virginia Poverty Law Center (VPLC) is the statewide legal services support nonprofit for the local legal aid offices in Virginia. We use advocacy, education, and litigation to break down systemic barriers that keep low-income Virginians in the cycle of poverty. We are seeking a Public Benefits Specialist and Director of Virginia Hunger Solutions to join our Center for Healthy Communities.

### Job Responsibilities

- Assist local legal aid attorneys around Virginia with their public benefits casework which includes advice, co-counsel, and training.
- Serve as Director of the Virginia Hunger Solutions program and SNAP helpline.
- Monitor legislative proposals on public benefits and represent lower-income families' interests with the VPLC advocacy team at the Virginia General Assembly.
- Conduct trainings and outreach to legal aids, pro bono attorneys, community-based organizations, and community groups.
- Ensure grant deliverables are met under various grants and to prepare all necessary narratives and reports for grant funding.

### Qualifications

#### *Required:*

- Prior knowledge of or experience with public benefit policies (SNAP, TANF, unemployment, SSI, and/or SSDI). Candidates with more than five (5) years of experience preferred.
- Familiarity with local, state, and/or federal policy in areas related to poverty.
- Excellent written and verbal communication skills.

#### *Preferred:*

- Law degree not required but preferred.
- Experience representing families and individuals who have been denied, terminated from, or had reduced essential safety net benefits.
- Prior work with legal services programs.
- Prior commitment to serving low-income individuals.
- Legal work experience.

The position is full-time and is ideally based in Richmond, Virginia. The salary for this position ranges from \$60,000 to \$80,000, with salary depending on experience.

We offer an outstanding benefit package which includes:

- Generous paid time off every year.
- 95% employer paid health, dental, and vision insurance, for employees and their families
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Financial assistance with relocation to work in our Richmond office.

**To apply:**

All applications should include cover letter, resume and at least three professional references. Please apply by email to [hiring@vplc.org](mailto: hiring@vplc.org).

Virginia Poverty Law Center is an equal opportunity employer and we value a diverse workforce and an inclusive culture. Therefore, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, citizenship, disability, and veteran status.

**Submission deadline: January 14, 2022**