



AmeriCorps

Community Programs Coordinator VISTA AmeriCorps VISTA

Effective Dates: 11/07/22 – 11/06/23

Sponsoring Organization: Arizona Food Bank Network

Site Location: PV Community Food Bank

Primary Focus Area: Food Security – Healthy Futures

Position Description

The goal of the VISTA project is to address food insecurity for those in need within the PV Community Food Bank's (PVCFB) 98 square mile service area which is known as the "Neighbors Caring, Neighbors Sharing Outreach Program". The VISTA will be responsible for carrying out three objectives. The first objective is to strengthen community food security by researching unnoticed pockets of individuals and families within the PVCFB boundary that may not know about the services offered by the food bank. The second objective of the assignment will be to increase the capacity of the food bank by developing a sustainable program to serve these community members in order to combat hunger and poverty. The final objective will be to increase fundraising efforts by applying for grants to supplement the additional expense of PVCFB's project expansion.

Responsibilities

- Strengthen community food security with the PV Unified School District's area through research and outreach efforts
- Connect with the various organizations (such as churches, synagogues, charter and private schools, HOAs, etc.) to partner with and share information about the food bank's programs that are available to members of their community
- Create marketing materials to distribute to the new community partners to create awareness for the project
- Begin developing the "Palomino Outreach Program" to be able to systematically provide food to the identified individuals and families each week with the Palomino neighborhood
- Develop position descriptions for the individual who will be the leader of the program and the volunteers who will be implementing the various working parts of the program
- Identify additional equipment needed to provide the increase in services and create a report illustrating the costs associated with purchasing the needed equipment
- Create a system of recordkeeping for the number of individuals and families served and the costs associated with the program
- Prepare reports to present to the PVCFB Board of Directors each month to provide the status of the program
- Increase fundraising efforts by applying for grants to supplement the additional expense of expanding PVCFB's program reach
- Develop a guidebook for future VISTAs and staff concerning all aspects of the project expansion, including a list of the new partner organizations, to ensure the sustainability of the project

Key Skills, Knowledge, Abilities, & Qualifications

- College degree, or relevant experience in place of degree
- Strong organizational skills
- Prior experience conducting outreach and building relationships with diverse groups
- Strong initiative and ability to work with limited supervision
- Prior experience working independently in implementing programs is desired
- Strong networking and interpersonal skills
- Ability to collaborate with diverse audiences, understand challenges, problem solve, and develop effective solutions
- Excellent verbal and written communication skills; bilingual in Spanish a plus
- Passion for combating hunger and desire to learn about hunger in Arizona
- Basic knowledge of Microsoft Office products or substitutes such as Open Office
- Able to travel as needed throughout PV Community Food Banks service area

Benefits for VISTA Members

- Living stipend to cover the basic costs of living (find out more at nationalservice.gov)
- Choice of Education Award or End of Service Stipend upon successful completion of service
- Health coverage at no-cost
- Relocation allowance
- Student loan forbearance and deferment
- 10 personal and 10 sick days
- Childcare assistance if eligible
- One year of non-competitive eligibility for federal government positions upon completion of service
- Professional development training

AmeriCorps Eligibility Requirements

- Must be 18 years of age
- US citizen, national, or legal resident
- Successfully complete a criminal background check
- Valid driver's license

How to Apply

- Please send resumes to: erica@azfoodbanks.org
- Apply through the MyAmeriCorps Portal:
<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=114694>