Food Security Coordinator
AmeriCorps VISTA

Effective Dates: 06/05/2023 – 06/04/2024
Sponsoring Organization: Arizona Food Bank Network
Site Location: Ajo, Arizona
Primary Focus Area: Food Security – Healthy Futures

Position Description

The goal of this VISTA project is to assist with building the capacity for the Ajo Food Pantry, host organization (Ajo Center for Sustainable Agriculture) and the community at large. The Food Security Coordinator will develop rules, regulations, volunteer guidelines, and best practices for the Ajo Food Pantry as well as assist with the community food security assessment. Based on gained experiences and research of the newly implemented Ajo Food Pantry, these findings will enable the Ajo Food Pantry, Ajo Center for Sustainable Agriculture and partners to better serve the food insecure population of Ajo and its surrounding communities, in specific the western districts of the Tohono O’odham Nation. Through the efforts of the VISTA member, those that are food insecure will be able to continue to access food and other food-security-related resources.

The outcomes of the VISTAs work will result in improved access to healthy, nutritious, locally-grown and culturally-appropriate foods for those in need and improving the local partner capacity through acquiring new skills and knowledge, and relationships.

To find out more about serving with AmeriCorps VISTA, please visit the following webpage: https://www.nationalservice.gov/programs/americorps/americorps-programs/americorps-vista/life-vista-member

Responsibilities

- Recruit and develop a training specific to both winter and summer volunteers
- Design volunteer guidelines, standard operating procedures, and orientation and training plans for volunteer onboarding
- Develop a volunteer recruitment and retention plan
- Create a comprehensive fundraising plan to allow for the functioning of the current Ajo Food Pantry at the Ajo Farmers Market & Café to potentially be transitioned into the new Ajo Food Pantry location
- Prepare a fundraising plan to help guide the Ajo Food Pantry on the best practices to engage community support
- Develop a series of fundraising events for donated goods or monetary fundraisers for the Ajo Food Pantry
- Create surveys to distribute within the community by determining appropriate survey questions and a means to gather the data
- Implement focus groups and determine best practices for conducting and collecting survey responses
- Determine the rules and guidelines for the new pantry with partners based on community need and sustainability of the Ajo Food Pantry
- Determine other resources and assistance programs to be offered in partnership with the food pantry, such as gardening and cooking workshops, SNAP and WIC referrals, housing assistance referrals, etc.
- Design a plan for implementing increased access to available resources
- Identify partners to help implement the programs and share available resources
- Build relationships with organizations and agencies to allow cross-referral of clients
- Develop and research educational materials to train the partners on the basics of emergency food systems and sustainable food systems
- Establish a database of clients and donors to enhance ACSA’s organizational structure

**Key Skills, Knowledge, Abilities, & Qualifications**
- College degree, or relevant experience in place of degree
- Prior experience conducting outreach and building relationships with diverse groups
- Prior experience working independently in implementing programs
- Comfortability facilitating meetings with large groups
- Strong initiative and ability to work with limited supervision
- Ability to effectively collect and document qualitative data
- Excellent networking, communication, and interpersonal skills
- Prior experience working with Native Americans and/or Hispanic and/or other socially disadvantaged groups is desired
- Prior knowledge, or willingness to learn about Native American history, specifically as it relates to food
- Experience conducting community assessments or research is a plus
- Strong organizational skills
- Passion for combating hunger
- Basic knowledge of Microsoft Office products
- Able to travel as needed throughout the state; work related travel reimbursed

**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