Food Pantry Development Coordinator
AmeriCorps VISTA

Effective Dates: 8/15/2023 – 8/14/2024
Sponsoring Organization: Arizona Food Bank Network
Site Location: Grand Canyon Village, Arizona
Primary Focus Area: Food Security – Healthy Futures

Position Description

If you are passionate about feeding the hungry, enjoy using your interpersonal skills to develop long term effective programs, and want to strengthen the community of Grand Canyon Village and Tusayan, AZ, then this position is for you!

The Food Pantry Development Coordinator VISTA project is dedicated to the continued development of the Grand Canyon Food Pantry along with the new development of the Tusayan Pantry. In this role, the VISTA member will address the food insecurity needs of the community by enhancing fundraising and grant writing efforts to build a steady funding stream, create meaningful volunteer outreach and training, and support the GCFPI’s organizational ability to sustain the two pantries. Additionally, this project will seek to strengthen the natural ties between the Grand Canyon Village and Tusayan residents by coordinating food relief efforts within the two communities.

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

- Utilize community partnerships with partners including the Park Service, Forest Service, Tribal communities, local governments, school officials, and other nonprofit organizations to build on the GCFPI’s current success
- Research the current operational structure of the Grand Canyon Food Pantry, Inc. (GCFPI) to develop an understanding of existing operations
- Become familiarized with operations of the Tusayan pantry and its operations
- Identify resources and current funding sources
- Improve and build on the current fundraising program in coordination with the Pantry Partner Committee of the GCFPI Board
- Use grant writing skills to fund ongoing programs and capital needs
- Determine eligibility for grant proposals and coordinate the preparation of grant compliance
- Conduct meaningful volunteer outreach to recruit volunteers to manage the two pantries
- Establish policies and training procedures for GCFPI staff to execute at the two sites
- Develop a numerical basis for apportioning food between the two pantries in coordination with pantry manager and volunteer input
● Establish appropriate pantry operations schedule with consideration to available staff and volunteers that are available to manage the pantry
● Build on current volunteer orientation to develop standard procedures including food handling and anti-discrimination training
● Prepare presentations and facilitate meetings with the Pantry Partner committee in a professional and consistent manner
● Monitor, report, and update communication channels (including GCFPI’s website & Facebook page)

**Key Skills, Knowledge, Abilities, & Qualifications**

- Strong networking and communication skills to help build and establish community partnerships
- Ability to self-direct and manage multiple tasks efficiently
- Creative problem solving
- Proficiency with Microsoft Outlook, Excel, Word, and PowerPoint
- Ability to prioritize tasks and develop action plans
- Willingness/flexibility to work non-traditional days and times
- Past volunteer experience and/or program management a plus
- A strong demonstrated desire to help alleviate hunger
- Passion for service and volunteerism

**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=118718