Program Development VISTA
AmeriCorps VISTA

Effective Dates: 08/14/2023 – 08/13/2024
Sponsoring Organization: Arizona Food Bank Network
Site Location: St. Mary’s Food Bank – Flagstaff Administrative Office
Primary Focus Area: Food Security – Healthy Futures

Position Description

If you are passionate about feeding the hungry and are creative, detail oriented, and able to lead multiple projects at the same time, then this position is for you!

St. Mary’s Food Bank partners with over 785 food pantries, churches, schools and civic organizations to provide hunger relief programming throughout 9 counties in Arizona. Our food bank is committed to the development of sustainable and innovative tools to reach clients and lower food insecure rates in our community.

The goal of this VISTA project is to provide our new and existing partners with additional support through promotional materials, online tools, trainings, resources, and webinars that will enhance the agency’s partnership experience with St. Mary’s and their neighbors. The VISTA will develop informational tools for new partners to provide a clear understanding of program requirements and distribution model types. The VISTA member will assist our Agency Development Lead in the research and/or development of webinars for continued education, create networking opportunities to further collaboration within our agency partner network, assist in the creation of our agency tiering system, design an agency mentoring program, and document best practices to share across our network and beyond.

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

- Work with Community Engagement and Agency Services to explain programming and distribution styles through videotaping distributions and designing computer graphics/documents
- Develop training videos and tests in coordination with our New Partner Liaison and Training Manager
- Create an interactive widget that displays the different departmental programming offered
- Assist in developing tools to aid community engagement in the development and maintenance of sustainable food strategies
- Build a tiering agency partner system to better identify the champions of food banking and partnership
- Create PowerPoint presentations that showcases SMFB's work and the different programs
• Develop program guides to give better expectations for agencies signing on for partnership with SMFB
• Cultivate a mentor ambassadors’ program to better connect new partners with established partners
• Assist in the development of an online Agency Portal
• Plan monthly and/or quarterly networking and development webinars for agency partners in collaboration with the Agency Development Lead
• Evaluate the growth of our agency partner’s programs
• Develop surveys and conduct data collection of such surveys to further our knowledge with agency and client needs
• Assist in formatting our monthly Community Engagement internal newsletter
• Obtain agency/client stories to share with SMFB and our partners
• Work with Northern Arizona Manager, Community Engagement and Agency Services on any related food-insecurity projects

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

- Passion for combating hunger and desire to learn about hunger in Arizona
- Excellent computer literacy and knowledge of Microsoft Office products
- Basic knowledge of video editing, computer graphics and special effects
- Ability to work basic camera equipment
- Excellent interpersonal and organizational skills
- Ability to effectively manage time and schedule with limited supervision
- Ability to travel across St. Mary’s Food Bank Service area in Arizona
- Ability to work on a team as well as independently
- Creativity and attention to detail
- Flexibility and good listening skills
- Energy and determination
- College degree, or relevant experience in place of degree
- Ability to collaborate with diverse audiences, understand challenges, problem solve, and develop effective solutions

**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=118320