High Desert Food & Farm Alliance

Job Title: Food Access AmeriCorps VISTA
Location: Bend, Oregon
Job Type: Anti-Hunger Corps VISTA
https://www.hungerfreeamerica.org/AmeriCorpsService
Start Date: December 07, 2020
Application due date: October 15, 2020

SPECIAL INSTRUCTIONS: The High Desert Food & Farm Alliance, in partnership with Hunger Free America, is seeking a full-time VISTA member to increase the capacity of community-based networks across the country to implement anti-hunger strategies. This position will be supervised by HDFFA; the VISTA's service, including benefits, are managed through Hunger Free America.

About the Anti-Hunger Corps: The Anti-Hunger Corps VISTA program aims to reduce hunger and, poverty, and build the capacity of the agencies that address these issues. Members will build the capacity of the organization to assist unemployed and under-employed people obtain job training, job placement, and financial literacy services; improve access to food from government and nonprofit sources for targeted populations in particular and food insecure people in general; enable residents of food deserts to access healthier foods through farmers markets and community gardens; help more low-income children to obtain free school breakfasts and summer meals; enable nonprofit groups fighting hunger and poverty to raise more money and recruit and manage more volunteers, particularly high-impact and skilled volunteers.

About HDFFA: The High Desert Food and Farm Alliance (HDFFA) is a non-profit whose mission is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusivity. We meet our mission by fostering relationships between producers (farmers, ranchers and food businesses) and consumers, increasing awareness of and access to food from our region, and cultivating community participation with local food. We serve farmers, ranchers, food businesses, nonprofits and underserved families in the high desert region of Crook, Deschutes and Jefferson Counties. We believe everyone deserves good food.

We offer four core program areas: Grow & Give, a fresh food donation and on-farm gleaning program; VeggieRx, a fresh vegetable and fruit prescription program; Agricultural Support for farmers and ranchers; and our annual online and print High Desert Food & Farm Directory.

Position Summary
HDFFA is seeking a passionate and organized Program Support VISTA team member to 1) Increase food access for communities in need through advocacy and partnership building, 2) Increase awareness and financial support of HDFFA food security programs
affecting the tri-county region of Central Oregon; and 3) Strengthen HDFFA's volunteer management and recruitment to increase program reach and effectiveness. The Program Support VISTA will work closely with the Community Food Access Coordinator and the Community Engagement Manager and will report to the Program Director.

**Ideal Candidate**
The ideal candidate will be passionate about improving food access for all Central Oregonians. Preference will be given for applicants with lived experience of food insecurity. Creative problem solving, interpersonal skills, being proactive and self-directed are necessary as well as excellent organization and communication skills. They should be familiar with food systems work such as food security, health and food justice, and agriculture, preferably in Central Oregon.

**Time Commitment:**
This is a one-year, full-time position beginning December 07, 2020. You are expected to be available for the needs of your community and project at all times. Because AmeriCorps VISTA service requires a full immersion in the project and community, there are restrictions on outside full-time employment, along with some restrictions on political and religious activities. For more information, please review the AmeriCorps VISTA Terms, Conditions and Benefits information available here - [http://bit.ly/1dAs2FM](http://bit.ly/1dAs2FM)

**Primary responsibilities and functions**

**HDFFA Functions**
1. Working knowledge of the mission, vision, core values, board, past and present projects and events of HDFFA;
2. Engage in marketing of the organization including social media posting, website updates and contributions to the monthly newsletter.
3. Outreach to facilitate Partnership engagement by farmers and ranchers for the broader HDFFA strategies and objectives including the Directory
4. Assist with food access programs and Food & Farm Directory
5. Fundraising support as needed

**Project Specific Work**

Obj. 1: Increase food access for communities in need through advocacy and partnership building

1. Manage summer market booths
   a. Be the lead person to set up and take down the Grow & Give booth at two farmers markets; distribute information, including Directory and food access materials
   b. Collect produce from farmers, gardeners, and customers for donation to the regional food bank
   c. Recruit volunteers and VeggieRx participants through informal conversations at the markets
2. Support VeggieRx distribution at the Redmond Farmers Market, recruit new
3. Assist with on-farm gleaning activities

Obj. 2: Increase awareness and financial support of HDFFA food security programs affecting the tri-county region of Central Oregon.

4. Increase awareness of HDFFA food access programming through community outreach
   a. Participate and experience our food access and farm support programs: Grow & Give (fresh food donation), VeggieRx (vegetable and fruit prescription program), and Agricultural Support (supporting regional farmers and ranchers)
   b. Write and/or distribute HDFFA press releases
   c. Provide monthly newsletter support
   d. Write Food Access blog posts
   e. Conduct social media

5. Increase outreach for Annual printed and online Food & Farm Directory that features regionally grown, raised and crafted food products, and ally organizations.
   a. Build relationships and create opportunity for minority-owned businesses to join HDFFA as Partners, for inclusion in the 2021 Food & Farm Directory
   b. Raise awareness of HDFFA and the services that we offer to food businesses

6. Assist in the development and publishing of the Directory
   a. Learn the process of creating a Directory: conduct aforementioned outreach, assist with developing and writing the narrative, assisting with export and cleaning of data, and experience working with Marketing consultant

7. Support fundraising efforts through capacity building
   a. Participate in the Fundraising Committee and provide administrative support
   b. Coordinate assignment of fundraising tasks
   c. Support fundraising events as directed by the Community Engagement Manager
   d. Become versed in the customer relations software, Little Green Light, to enter and track funds raised through various avenues
   e. Provide support for annual appeal letters including printing, editing, and mailing
   f. Participate and learn how to cultivate relationships and donors with the Community Engagement Manager and Executive Director

8. Increase efficiency and organization of Local Foods Gift Boxes (boxes containing locally procured foods with proceeds benefitting HDFFA)
   a. Maintain partnerships with local food businesses and value added producers, propose new products for the boxes as available
   b. Track inventory, order new products as needed, assemble boxes
   c. Upon receipt of orders, pack and mail finished boxes to customers

Obj. 3: Strengthen HDFFA’s volunteer management and recruitment

9. Organize current volunteer database
   a. Conduct outreach to current volunteers to ascertain ongoing interest

HDFFA is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.
10. In collaboration with Community Food Access Coordinator, coordinate volunteer outreach and retention
   a. Create events and recruit volunteers for HDFFA volunteer opportunities, including but not limited to on-farm gleaning, food kit packing, VeggieRx support
11. Coordinate end-of-season volunteer/partner thank-you event

**Desired Qualifications**
A Bachelor’s degree in a relevant field and/or one to two years of related work/volunteer experience. Understanding of diverse and local food systems. Preferably experience working with non-profits. Additional work experience that could contribute to the position may include: assisting, organizing, implementing and/or delivering programs or project work; community organizing; campaigning; and/or advocacy work. In addition, we are looking for:

- **Required** Ability to work remotely, as needed, due to COVID-19 or other public health events
- Stellar written and oral communication skills; excellent organizational skills; and strong interpersonal, planning, and training skills
- Flexibility and ability to balance multiple projects
- Positive attitude and a proven ability to work successfully with diverse populations, and demonstrated commitment to promote and enhance diversity, equity and inclusion
- Ability to work with a close-knit team that enjoys and fosters a collaborative environment, and to work independently

**Compensation, Benefits and Time Commitment**
This volunteer position is non-exempt full-time (40 hours/week) with a biweekly stipend of $513.94 as defined by the Corporation for National and Community Service.

**Program Benefits:**
- $513.94 bi-weekly living allowance
- Segal Education Award ($6,195) or End-of-Service stipend ($1,800)
- Health benefits*
- Housing assistance for one-month rent
- Potential to forbear or defer student loans while in service
- Relocation assistance (if applicable)
- Childcare assistance (if applicable)
- One-year non-competitive status for federal government positions
- A network of over 180,000 AmeriCorps VISTA members and alums
- Holidays (9 in total)
- Amazing team to work with!

A valid Oregon driver’s license is required within 30 days of hire.

**Application Process**

*HDFFA is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.*
In order to be considered for this position, please provide the following:

1. **Resume**
2. **Cover letter** that directly speaks to your qualifications for this position. Use this as an opportunity to tell us what makes you the best candidate.
3. **Writing Sample**: Provide a one-page “fake” press release on an upcoming HDFFA fundraiser. This should be drafted to meet the subject matter with the writing style that matches what you might be asked to do if you were hired for this position. You may make up any details you want but use realistic information about Central Oregon and HDFFA.

   All materials should be provided *only* in a Word or PDF document and be labeled as follows. **Do not send google docs.**
   - LAST NAME_NAME OF DOCUMENT (for example: Smith_resume)

In addition, please fill out an AmeriCorps application


Application materials will be reviewed as received. Applications can be sent to info@hdffa.org or mailed to PO Box 1782 Bend OR 97709.