



## AmeriCorps Position Description

**Position Title:** Community Food Access Coordinator (1 Position)

**Project Sponsor:** Gorge Grown Food Network <http://www.gorgegrown.com>

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. [www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 14 Oak St, Hood River, OR 97031

**Position Summary:** This AmeriCorps position will be focused on three projects throughout the course of the term, with the opportunity to work independently and as part of a close team with GGFN staff, organizational partners, and communities:

- 1) Coordinate Gorge Grown's Mobile Farmers' Market in partnership with GGFN staff for Stevenson, WA; Maupin, OR; and Wishram, WA; this project works to expand food access in rural communities and encourage entrepreneurship (40%)
- 2) Work on-site at Hood River Middle School with 30 students to assist in the piloting of a hands-on, innovative summer educational program based on fruit and vegetable gardening, eco-literacy, permaculture, food skills, entrepreneurship, and self-esteem building (40%)
- 3) Work with GGFN and Klickitat County partners to assist in the planning and implementation of a pilot home gardening effort centered around community empowerment and resource conservation (10%)

### **General Responsibilities** (to include, but not limited to):

1. Assist with all general operations of the Gorge Grown Mobile Farmers' Market, including publicity, driving the market truck, set-up and break-down at market, overseeing local volunteers in making farmer produce sales, tracking project data, and engaging communities with weekly events, education opportunities, and outreach.
2. Assist with all aspects of the Hood River Middle School Garden and Market Project, including program planning and preparation, on-site hands-on instruction, and post-program evaluation.
3. Recruit gardeners as mentors for beginning gardeners involved with Klickitat County Home Gardening Project.
4. Compile and develop gardening resources for gardeners.
5. Assist in facilitating community and gardener meetings.
6. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation in Trout Lake, WA from 6/14 to 6/16 (food and lodging provided for orientation).
7. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
8. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Excellent interpersonal and communications skills.
2. Outstanding organizational skills and attention to detail.
3. Experience or familiarity with agricultural and gardening practices.

**AN EQUAL OPPORTUNITY EMPLOYER**

4. Ability to work independently in a self-directed manner and as a member of a team of educators and community members.
5. Comfortable working outside and indoors in variable weather, including both physical labor-intensive outside days and computer-based indoor office days.
6. Positive, social attitude and high energy approach - must love working with diverse communities and people from all walks of life and of all ages.
7. Must have a valid driver's license, clean driving record and ability to provide documentation.
8. Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
9. Frequent weekends and occasional evenings required with weekdays off to accommodate.
10. 21 years of age or older, at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full term of service for which they are applying.
14. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
15. Regular and reliable attendance.
16. Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

### Preferred Qualifications:

1. Spanish language speaking skills.
2. Excellent computer skills and typing proficiency (Microsoft Word, Excel; graphic design is a plus)
3. Volunteer or staff management experience.
4. Experience working with youth.
5. Experience working in multi-cultural settings with diverse populations.
6. Experience in nutrition education and/or cooking.
7. Writing and research experience for professional and public audiences.

### Member Benefits Include:

1. A total taxable living allowance of \$6,035 (\$1,005 per month beginning 7/15/10)..
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,362.50. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

### Transportation Information:

1. Organizational vehicle is available for service activities.
2. Project site is not accessible by public transportation.
3. Personal vehicle is recommended to get to service site.

**Application Deadline:** Will occur as qualified applications are received.

**Interviews:** On-going until filled.

**Service Dates:** June 14, 2010 - November 19, 2010

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 900 hours

### How to apply:

**Step 1** - Complete your application in one of the following two ways:

\***PREFERRED**\* Online at the AmeriCorps website **AmeriCorps Application** [www.americorps.gov/Default.asp](http://www.americorps.gov/Default.asp)

-If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**

-Select the position listing and click "Apply Now" at the bottom of the page.

-Visit <http://nwserviceacademy.org/apply.cfm> to print, sign and date the **Certification Form**. This document must be mailed to our office.

## **OR**

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.
- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.
- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

### **Step 2:** Submit these additional materials promptly (email preferred):

1. A resume and a cover letter for each position in which you are interested. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. A copy of your driving abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
3. Proof of automobile insurance detailing your coverage for your personal vehicle. Our Intern Program requires your personal automobile insurance to have a minimum liability coverage of \$100,000 for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident.

**Questions?** Contact Amanda Green at [mac@esd112.org](mailto:mac@esd112.org) or 509-395-3465.