



AmeriCorps VISTA CalFresh Capacity Coordinator Job Description



Job Title: AmeriCorps VISTA CalFresh Capacity Coordinator
Status: Full-time/Non-Exempt
Reports to: CalFresh Outreach Manager

The mission of Feeding America San Diego is to feed the hungry; to advocate; and to educate. Feeding America San Diego (FASD) distributed 21.5 million pounds of food in 2011 via 160 nonprofit agencies throughout San Diego County to the food insecure. In addition to distributing food through partners to address short-term needs, FASD conducts CalFresh (federally known as the Supplemental Nutrition Assistance Program/SNAP, and formerly known as food stamps) Outreach to alleviate the long-term poverty that causes hunger and promote self-sufficiency.

In collaboration with the New York City Coalition Against Hunger (NYCCH), which represents New York's more than 1,100 food pantries and soup kitchens, Feeding America San Diego will host its second year of an Anti-Hunger and Opportunity Corps (AHOC) AmeriCorps VISTA program, sponsored by the U.S. Department of Agriculture's Food and Nutrition Service and the Walmart Foundation, in conjunction with 40 other anti-hunger and anti-poverty organizations across the nation. NYCCH sponsors 2 AmeriCorps VISTA members to be hosted at Feeding America San Diego and provides support to both members and the organization.

PLEASE NOTE THAT APPLICANTS MUST:

1. Fill out an application through AmeriCorps at:
<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=12812>
Application assistance for this position, please email: Amanda Cowgill, ACowgill@nyccah.org
2. Submit a resume and cover letter to: Melanie Vongdeuane, mvongdeuane@feedingamericasd.org

JOB SUMMARY

Under the direction of the CalFresh Outreach Manager, the AmeriCorps VISTA CalFresh Capacity Coordinator will help Feeding America San Diego build capacity and community support, implement new projects, manage volunteers and provide technical support in order to better address poverty and hunger in San Diego County. The two VISTA participants will work directly out of Feeding America San Diego. Two VISTA Leaders off-site will provide administrative and programmatic support to all 110 VISTA members under the direction of the NYCCH Program Coordinators. **This position is from March 18, 2013-March 24, 2014 (Mandatory Pre-Service Orientation with costs covered in Dallas, TX from March 18-March 22)**

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work required as determined by operational needs or as assigned.

Key responsibilities may include:

- Recruit, manage, and train unpaid community volunteers and college interns to conduct screening and application assistance for the CalFresh Program/SNAP.
- Develop local, culturally competent USDA program outreach and application assistance materials and relevant trainings to community-based organizations.
- Maintain regular contact with the agencies participating in the CalFresh Outreach program, adjusting

programming to address evolving needs, and building and continuing relationships with community and partner agency members.

- Provide support to agencies through follow-up calls, e-mails, and site visits.
- Assess community partners and educational institutions from existing list and/or research new venues to determine the best locations for which to recruit and place volunteers and interns.
- Identify and apply for non-federal sources of funds that can be combined to improve benefits access assistance and outreach activities and leverage federal, state and local dollars to support anti-hunger efforts.
- Create strategies and case of support to develop ongoing, collaborative, and more sustainable financial base to build the capacity of community-based organizations involved in outreach and related program activities.

EDUCATION/YEARS EXPERIENCE

- Minimum: At least two years college level coursework with an emphasis in Social Service, Business Administration, Management, Advocacy Marketing or comparable course of study, and one year experience in food distribution programs and/or working in a similar or related capacity for a nonprofit organization.
- Preferred: B.A. degree from an accredited university or college in Social Service, Business Administration, Management, Marketing or comparable course of study preferred and five or more years experience in a position requiring similar skill sets. Experience in food distribution programs, advocacy, fundraising, customer service, warehouse operations or management is highly desirable. Bilingual (English/Spanish) desirable.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position. Qualifications include:

- Excellent written, oral and interpersonal communication and public speaking skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Ability to effectively and efficiently seek out and find needed information (grant opportunities, statistics, results, etc.) both within the Food Bank and externally
- Ability to be innovative and take the initiative to seek out additional funding opportunities.
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Exercise good judgment and discretion; strong ethical character capable of handling confidential information.
- Proficiency in PC and Microsoft Office Suite, Internet research
- Ability to work independently with minimal supervision.
- Ability to work effectively and provide excellent customer service to Feeding America San Diego staff, volunteers, and community partners
- Exhibit awareness of working with diverse, low-income populations and the food insecure

Program Benefits:

Childcare assistance if eligible, Choice of Education Award of \$5,550 or End of Service Stipend of \$1,500, Health Coverage, Living Allowance of \$15,156 for year, Relocation Allowance, Training.

Terms:

No outside employment; 6 credit hours or less per semester/quarter enrolled at a time, which cannot interfere with the VISTA assignment.

Questions or position inquiries: please e-mail Jennifer Seneor, jseneor@feedingamericasd.org