

Food Access and Special Projects Coordinator

Groundworks Collaborative, Brattleboro



Learn the ins and outs of operating a busy hunger relief organization in Brattleboro, Vermont. Be on-the-ground procuring, distributing, and delivering food to the community. Plan and implement special projects and events aimed at increasing access to healthy foods and building food justice on the local level. Work with community and regional partners to increase resilience and nourish the community with dignity and empathy.

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Groundworks Collaborative is a non-profit agency serving Windham County, whose mission is to provide ongoing support to families and individuals facing housing and food insecurities. The goal of this position is to enhance the services within FoodWorks, a community food shelf and project of Groundworks Collaborative. The Food Access and Special projects Coordinator will manage the daily procurement of fresh rescued foods and direct the flow of food within the food shelf in all stages - from ordering purchased foods to composting unusable foods. This position will also assist with distribution efforts, build relationships with and provide positive experiences for recipients, support recipients with referrals, nutrition education, and general questions, and assist with training and recruiting volunteers. This position will also support outreach efforts, and lead projects aimed at innovative and creative solutions to meet the food needs of our community.

Essential Functions:

- Procure purchased and donated foods from the VT Foodbank, grocery stores, and farms for distribution and act as liaison for these entities and individual donors
- Weigh all donated foods and process usable from unusable items
- Manage the flow of food using the FiFo rule (first in, first out) and ServSafe requirements
- Package, distribute, and deliver food as needed to recipients
- Assist staff to help recruit, train, and supervise volunteers in project identification and matching
- Support the regular process of obtaining feedback from recipients and plan new systems of distribution and other assistance based on their feedback
- Attend Hunger Council and other meetings with a strong focus on collaboration to meet the community's needs
- Support community outreach efforts including organizing food drives, tabling in the community, and maintaining and fostering new connections with local businesses, groceries, and farms



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- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Assist with scheduling regular maintenance of service vehicles
- Assist with intake process, forms, and record keeping

Desired Qualifications:

- Must demonstrate respect for people of different backgrounds (educational, social, economic and cultural) and life experiences.
- Human services experience, especially with low income or diverse populations.
- Must be self-directed and comfortable serving in a dynamic environment.
- Strong interpersonal and communication skills, especially ability to serve effectively as part of a creative team.
- Flexibility, patience, openness and a sense of humor are a must.
- Proven ability to handle stressful situations.
- Experience with food preferred, a passion for food and sustainable food systems a must.
- Comfort in driving company vehicles to procure food
- Ability to lift up to 50lbs regularly

Minimum Qualifications:

- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

The position is primarily oriented in and around the Foodworks community food shelf in Brattleboro VT.



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Position begins September 8th, 2021 and ends August 12th, 2022

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.



Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Christine Colascione, ccolascione@groundworksVT.org

Application deadline: August 24th, or until filled.

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.

Member Name: _____

Signature: _____

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