

# ESSEX FOOD HUB

## Essex Food Hub is hiring for a Full-Time Local Food Access AmeriCorps VISTA

### **About Essex Food Hub**

Essex Food Hub is a nonprofit forging pathways toward a just and sovereign food system in the North Country. It builds resilience in our local food system and food access in our community by connecting food producers with both market opportunities and consumers through various Farm to Institution programs, including Farm to School. EFH operates through close partnerships with small farms and value-added food producers, healthcare and educational institutions, food banks and pantries, nonprofits supporting food systems and security, and other NY and Champlain Valley food hubs who share their core values.

### **About AmeriCorps VISTA & the Local Food Access VISTA Position**

[AmeriCorps VISTA](#) is a national service program where members commit to a year-long service placement. The Local Food Access VISTA will support and increase the capacity of Essex Food Hub to strengthen the local food system and expand local food access in the North Country.

### **Compensation & Benefits**

AmeriCorps VISTA is a volunteer program, but service members are paid a living allowance to support basic expenses. As part of the AmeriCorps program, benefits include:

- \$22,819.16 annual living allowance, paid biweekly
- Professional development trainings
- Non-Competitive Eligibility- *Once you've successfully completed service in AmeriCorps VISTA, you will receive one year of non-competitive eligibility for employment in the federal government.*
- End of Service Award- *Members can choose between a Segal Education Award (valued at approximately \$6,895) to pay for a range of education expenses or a \$1,800 cash stipend.*

No health benefits are offered through our local VISTA office, however the candidates may qualify for some benefits through the national VISTA program. More about AmeriCorps VISTA benefits can be found [here](#).

In addition to AmeriCorps VISTA benefits, Essex Food Hub will provide an additional monthly food stipend for local foods in our market.

### **Duration**

This is a 12-month volunteer position with the benefits outlined above.

## **Location**

This position is located at Essex Food Hub, the host site for the VISTA position, in Westport, NY.

The position can be hybrid, with partial remote work, but on-site work at our Westport location will be necessary each week. Please note that Westport is a rural area without many public transportation options.

## **Position Description**

### **Program Management & Sustainability**

- Support the food hub in creating and documenting processes, procedures, and workflows, including those related to new producer onboarding, values-driven procurement, and food safety, storage, and processing for Farm to School
- Work with team members to outline standard Key Performance Indicators, particularly as they are written into awarded grants, and establish a system for regular reporting
- Create a system for tracking in-kind services provided to the food hub

### **Research**

- Support the team in finding new partnership opportunities, such as those related to promoting/recruiting for food access programs, expanding distribution to reach underserved areas/markets, or serving disadvantaged producers
- Support the team in designing and conducting surveys, including those related to Farm to School programming and local foods procurement/distribution
- Support identification of funding opportunities, including researching grant prospects and developing fundraising strategies

### **Communications & Outreach**

- Outline and implement a social media calendar that represents the activities, values, and partnerships of the food hub in a balanced way
- Establish a monthly reporting system to track and improve sales & marketing efforts and engagement through various platforms
- Provide support in assessing and improving website content, and preparing quarterly newsletters and an annual report, to effectively engage with stakeholders

### **Volunteer program development and recruitment**

- Work with the team to outline single-instance and ongoing volunteer opportunities
- Draft a volunteer manual that includes role descriptions, volunteer agreement templates, and photo release forms
- Establish and implement a method of recruiting volunteers and tracking their contact information, interests, and engagement with the organization
- Organize and oversee volunteer events to expand food hub visibility within the community

**Application Process**

Please send a brief letter of interest with a resume to [info@essexfoodhub.org](mailto:info@essexfoodhub.org). Selected candidates will be invited for an interview.

Applications will be reviewed on a rolling basis to onboard with either a May or August AmeriCorps cohort.

Essex Food Hub is committed to building a team that represents a variety of backgrounds, perspectives, and skills and to cultivating an inclusive environment that encourages collaboration. However you identify and whatever background you bring with you, we encourage you to apply if you are excited about this position.