



Refugee and Immigrant Liaison

We are seeking a full-time employee to join the dynamic team at the Greater Lansing Food Bank (GLFB), focusing on our refugee and Immigrant populations that we serve and work with. The position will offer support to components of Lansing Roots, a beginning farmer development program; and the Garden Project, which provides resources to over 130 community gardens and 450 low-income home gardeners. The position will focus on supporting refugee gardeners/farmers with translation, cultural adaptability, refugee-specific resources, working as leader/point person to a handful of refugee specific gardens and identifying community leaders to help the shift towards more a more sustainable garden network. The position will shift focus seasonally, as appropriate and needed, while maintaining some core functions throughout the year. All responsibilities shall be consistent with GLFB's vision and mission. Below reflects many of the typical duties, but is by no means inclusive to this new role at the GLFB.

Typical Duties:

- Lead and act as point person to 5-8 refugee/immigrant specific gardens
 - Could include basic garden maintenance, leading volunteer groups, managing gardeners and garden registration process and data, securing garden resources, and leading garden social events and meetings
- Support development of immigrant/refugee farmers at Lansing Roots Farm
- Attend meetings, network with, and connect to refugee/immigrant communities & leaders
- Network with and work collaboratively with area organizations supporting refugees/immigrants
- Identify and contract partners to act as interpreters and translators (language and culture)
- Organize and act as a service leader liaison for volunteer/group workdays
- Supervise and engage GLFB Staff, AmeriCorps members, and volunteers in achieving goals
- Help identify funding streams to support refugee/immigrant specific activities
- Assist with program evaluation of effectiveness of services
- Other duties as assigned to support the Garden Project & Lansing Roots Farm

Qualifications:

- Background and interest in interacting with all types of people, including low-income, historically under-served, minority and refugee populations
 - Preference for an immigrant, refugee, or former refugee; or similarly experienced individual
 - Preference is for a Swahili, Nepali or Arabic speaker
- Organized and efficient with time and schedule
- Excellent communication skills, well organized, finishes projects started
- Computer proficiency, specifically with Microsoft Office Suite, including Word, Excel, Outlook and Access
- Good general or technical knowledge of gardening or farming
- Interest in building a healthier food system, nutrition education and community development.
- Experience interacting with individuals and groups in a supervisory role.
- Comfortable speaking and presenting in front of groups
- Ability to negotiate conflict and maintain constructive working relationships with gardeners, volunteers and staff
- Trustworthy, with the ability to work independently with adequate guidance
- Willingness to learn new things and problem-solve creatively
- Valid driver's license, ability to get chauffeur's license (reimbursable), and reliable transportation
- Ability to lift up to 40-50 pounds, bend, squat, kneel or stand for longer periods of time, and willingness to work outside in all climatic conditions; including cold or inclement weather
- Flexibility in schedule, with some evening and weekend obligations expected
- Self-motivation will increase possibilities of position

Compensation

This is a salaried position based on an average of 40 hours/week. Due to the seasonal nature of the work, the Liaison should expect to work more hours during spring and summer and slightly fewer during winter. Benefits include health, dental and vision insurance, as well as paid holidays, sick leave and vacation. Employer matched retirement through SEP is available after 3 years.

How to Apply

Please send cover letter and resume to gardenproject@glfoodbank.org with Refugee and Immigrant Liaison in the subject line. Preference for .pdf files. Pertinent questions or clarifications welcomed.

Applications are accepted on a rolling basis, position to be filled as soon as the right candidate is identified.