



AmeriCorps

# CEDAM's AmeriCorps State Program Member Position Description



<b>Position Title:</b> Food Access Coordinator	<b>Host Site:</b> Allen Neighborhood Center
<b>Position Type:</b> Full time, 1700 hours, 36-40 hours/week	<b>Site Supervisor:</b> Kat Logan
<b>Dates of Service:</b> September 12, 2022 – August 26, 2023	<b>Stipend:</b> \$20,000

**CEDAM's AmeriCorps Information:** CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

**Organizational Information:** Allen Neighborhood Center (ANC) serves as a dynamic hub where Lansing Eastside neighbors can access resources to improve their health and well-being; expand their capacity to seize job and entrepreneurial opportunities; create a strong sense of place, belonging, and community pride; and build a safe, sustainable, and thriving neighborhood. We take an integrative approach to community revitalization, offering health, food access, housing, social capital building, and corridor improvement programs. To learn more visit <https://allenneighborhoodcenter.org/>

### **Role and Responsibilities:**

AmeriCorps member will assist with Veggie Box; our weekly Community Supported Agriculture (CSA) distribution that occurs 2 times/week, Breadbasket; our weekly free food distribution and Allen Farmers Market; our weekly farmer's market. Our member will assist with each program as needed and should expect to participate in the following activities:

- Train and coordinate volunteers for the Breadbasket Pantry and Allen Farmers Market.
- Pick up food donations from Greater Lansing Food Bank and local businesses for Breadbasket Pantry, and assist neighbors in efficiently choosing their food donations.
- Communicate with farmers, vendors, sponsors and neighbors; assist with setup and tear down of the market; and engage with the local community.
- Develop promotional materials (print and digital) for Veggie Box, including its subsidized program.
- Facilitate relationships with local farmers and Veggie Box members.
- Coordinate the receiving, packing, inventory, and management of produce from local farmers and producers participating in Veggie Box.
- Pack Veggie Boxes and help distribute to members alongside volunteers.
- Document program efficacy through surveys and evaluations.
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.

### **Preferred Qualifications:**

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect, and maintaining privacy of those we're assisting.
- Ability to function independently and in a team environment.
- Excellent written and oral communication skills.

### **Minimum Qualifications:**

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.

- Pass the following National Service Criminal History Checks (: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and State & National Sex Offender Registry
- Basic computer skills and the ability to learn new software quickly.

**Compensation:**

Members will receive a living allowance of \$20,000 distributed in even increments, bi-weekly between September 12, 2022 – August 26, 2023. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance upon eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$6,495 will be issued. Members will serve 1,700 hours for the term = 36-40 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodations will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 12. All interested candidates should apply on CEDAM's website by 5pm June 27: [bit.ly/serveamericorps](https://bit.ly/serveamericorps)