

Bastrop County Cares: Food System AmeriCorps VISTA

Job Title: AmeriCorps VISTA

VISTA Living Allowance: \$560 every 2 weeks

Hours Per Week: VISTA employees will work 40 hours per week and is a year-long commitment.

Reports to:

Debbie Bresette, Bastrop County Cares Executive Director

512-922-9578

Kerstie_Nichols@baylor.edu

Send resume or letter of interest to - veronika@bastropcares.org

Purpose: This position will be responsible for supporting the community-based Bastrop County Cares food system collaborative. A food system is the interconnected network of everything that happens with food - where and how it is grown, distributed, sold, consumed, wasted, or recovered. This position will assist in gathering, analyzing and disseminating data and information that will drive programming implementation and affect system change.

Duties :

- 1) Provide administrative and logistical support for coordination of meetings, increasing community engagement, strategic planning, marketing, volunteer management and asset-based community assessment.
- 2) Resource for development and implementation of best practices identified in THI's Toolkit for Developing and Strengthening Hunger Free Community Coalitions.
- 3) Support the coalition with sustainable development and transition planning and funding opportunities.
- 4) Assist in holding collaborative accountable to be action oriented and sustainable.
- 5) Collect, research, analyze, and report data and information in requested formats.
- 6) Assist in organizing and maintaining data and information.

Appointment Period: Full Time; Temporary. This position is funded through January 2024.

Required Knowledge, Skills, and Abilities:

- General office and computer skills (Google Workspace, spreadsheet, word processing, email, phone skills)
- Internet research
- Interpersonal communication skills
- Writing/Editing
- Teamwork

Preferred Knowledge, Skills, and Abilities:

- Bilingual
- Familiarity with non-profit organization operations
- Familiarity with disaster Services
- Familiarity with community organizing
- Fundraising/Grant Writing
- Knowledge of social service programs related to food systems
- Knowledge of public health issues related to food systems

VISTA Program Benefits: Relocation Allowance, Training, Choice of Education Award or End of Service Stipend, Childcare assistance if eligible, Health Coverage*.

*For details about AmeriCorps VISTA benefits, please visit <https://americorps.gov/members-volunteers/vista/benefits>

Terms:

Reliable transportation needed. Position permits working at another job and attendance at school during off hours.