



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: 45 hours per month x 10 months. 450 hours total.

Application Deadline: Open until filled

Service Dates: March 15 – Jan. 15, 2010. Dates are flexible.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Position Title: Community Kitchen Assistant (1 position)

Project Sponsor: The Interfaith Food & Farms Partnership, a Program of Ecumenical Ministries of Oregon, www.emoregon.org/food_farms.php.

Sponsoring Organization's Mission: To empower faith communities, farmers and neighborhoods to build rural-urban alliances and create innovative partnerships for just and sustainable food systems.

Project Location: 1165 NW Monroe Avenue, Corvallis, OR 97330

Transportation Information: Located on bus line #5 and close to Downtown Transit Center. Bike-friendly community.

Position Summary: Build and strengthen food security programs linking low-income people and locally grown food. Help organize hands-on cooking classes and Jammin' for the Hungry, a volunteer effort to make jam for local food banks. The Assistant will plan and prepare for classes, coordinate volunteers, and promote the kitchen as a place of healthy eating, cultural exchange and leadership development. The position offers opportunities to meet local farmers, learn kitchen skills, and work with a small, energetic team striving to improve food access in Benton County, Oregon.

General Responsibilities (to include, but not limited to):

1. Assist with planning and scheduling of classes and events.
2. Create and distribute promotional materials via e-mail lists, telephone, posters and fliers, newspaper, etc.
3. Handle registration, paperwork and photo documentation at classes and events.
4. Keep meticulous records and assist with program evaluation.
5. Recruit and coordinate volunteers.
6. Organize volunteer appreciation event at the end of the year.
7. Assist with planning and organizing of fall conference.
8. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
9. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
10. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Proficiency in Excel, Word, and email software.
2. Ability to plan and prepare for classes and events.
3. Excellent organizational skills and attention to detail.
4. Excellent oral and written communication.
5. Reliable self-starter who needs minimal guidance and enjoys collaborating with a team.
6. Food Handler's License, to be obtained within the first month of service.
7. Must be at least 19 years of age.
8. Ability and willingness to work within the mission, vision and ethics of Ecumenical Ministries of Oregon.
9. Willingness and ability to work with people of diverse ethnicity, socio-economic circumstance, religion, culture and sexual orientation.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.
13. Submit to a criminal history background check and National Sex Offender Registry search.
14. Regular and reliable attendance

Preferred Qualifications:

1. Written and spoken Spanish.

2. Experience working with Latino populations.
3. Awareness of issues surrounding local food, sustainable agriculture, hunger, poverty and nutrition.
4. Excellent interpersonal skills and ability to motivate and coordinate volunteers.
5. Graphic design abilities.
6. Flexibility and willingness to work some evenings and weekends.

Member Benefits Include:

- A taxable living allowance of approximately \$150 per month, for ten months.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,250. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to lgifford@emoregon.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Liv Gifford, Project Manager, lgifford@emoregon.org or 541.207.2001.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

LINKS
2500 NE 65th Ave
Vancouver, WA 98661

p 360) 750-7500 x 114
f 360) 360-694-2491
links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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www.esd112.org/links