



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009 – August 31, 2010

Length of Term: Approx. 13 hours per week for one year. 675 hours total.

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

Application Deadline: Open until filled

Position Title: Community Food Access Project Coordinator (1 position)

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

Sponsoring Organization's Mission: Ecumenical Ministries (EMO) is an association of Christian denominations, congregations, ecumenical organizations and interfaith partners working together to improve the lives of Oregonians through community ministry programs, ecumenical and inter-religious dialogue, environmental ministry and public policy advocacy.

Project Location: 0245 SW Bancroft, Suite B, Portland, Oregon 97239

Transportation Information: The office is located in a bike- and pedestrian-friendly community and is within on to three blocks of bus lines that go through downtown Portland.

Position Summary: Organize and support the components of at least three Portland area farm-to-congregation partnerships that emphasize the creation of new access points for low income populations, pilot a low-income local produce cooperative based on our Corvallis project, and organize cooking and gardening classes for low-income populations with partner organizations. The Food Access Coordinator will also organize the distribution of seeds and starts for Northeast Emergency Food Program. The work will also include procuring donations for cooking classes, recruiting volunteers and conducting evaluations. He/she will be part of an energetic team working to improve access to fresh, local food in Multnomah County.

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

1. Procure in-kind donations of food and equipment for cooking classes.
2. Recruit and coordinate volunteers.
3. Help develop and maintain partner relationships with farmers, faith communities and community based organizations.
4. Organize four series of cooking classes.
5. Research and assist with implementing a pilot produce buying club project.
6. Organize a gardening class.
7. Organize and track distribution of seeds and starts at Northeast Emergency Food Program.
8. Assist with program evaluation including interviews, administering surveys and conducting dot surveys.
9. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
10. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
11. 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 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. Must be at least 19 years of age.
7. Ability and willingness to work within the mission, vision and ethics of Ecumenical Ministries of Oregon.
8. Willingness and ability to work with people of diverse ethnicity, socio-economic circumstance, religion, culture and sexual orientation.
9. U.S. citizen, national or lawful permanent resident.
10. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
11. Ability to commit to the full term of service for which they are applying.
12. Submit to a criminal history background check and National Sex Offender Registry search.
13. Regular and reliable attendance.

Preferred Qualifications:

1. Written and spoken Spanish proficiency.
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 members and volunteers.
5. Graphic design abilities.
6. Flexibility and willingness to work some evenings and weekends, especially during the summer months.

Member Benefits Include:

- A taxable living allowance totaling \$4,000 split into monthly payments over term of service.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. 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 jholmes@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: Jenny Holmes 206-302-8907 or jholmes@emoregon.org.

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

Erika Johnson

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