



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** Early May through late September, 2010.

**Length of Term:** 450 hours total.

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

**Application Deadline:** March 15, 2010 or until filled

**Position Title:** Youth Enterprise LINKS Project Coordinator (1 position)

**Project Sponsor:** Food Roots, Tillamook, Oregon ([www.foodrootsnw.org](http://www.foodrootsnw.org))

**Sponsoring Organization's Mission:** Food Roots exists to cultivate a healthy food system in Tillamook County.

**Project Location:** 2105 Fourth Street, Tillamook, Oregon 97141

**Transportation Information:** This position is in a rural community, with limited public transportation; a vehicle would be helpful; a bicycle would be a good option if you have no vehicle.

**Position Summary:** The over arching goal of this project is to develop community and foundation based vision for future Food Roots Youth Enterprise Projects. This Enterprise Links member will work closely with the Food Roots Program Manager, Volunteer Coordinator, Oregon Micro Enterprise Network (OMEN) VISTA Volunteer, youth and volunteers to develop a responsive Youth Enterprise Project. This project will increase local food production, knowledge and skills for production, support for new food related enterprises and provide youth with opportunities and tools to for launch their own microenterprises.

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

1. Review local food enterprise system (including production, processing, regulations, markets, etc.).
2. Connect with community partners and research and develop business and marketing plans for Food Roots production.
3. Create volunteer coordination plan; implementation of above plans, including coordination of the Community Table at Tillamook Farmers Market.
4. Work with Food Roots Program Manager, OMEN VISTA and staff, youth and community volunteers to identify regional income producing local food products, appropriate financial literacy tools and other resources for youth enterprise program.
5. Engage youth in learning about enterprise production techniques (including extended season production), processing, pricing, packaging, branding, marketing/markets, point of sale activities and customer service skills.
6. Assist in field trips, producer interviews, trainings and presentations, food system mapping, and job shadowing for youth program participants.
7. Create system for recording project's data, activities and objectives.
8. Create plan for summer youth program that transitions into fall school activities.
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. Critical thinking skills, ability to plan, organize and implement plans; computer literate with Microsoft Office.
2. Must be able to mentally and physically perform the above duties, including lifting up to 40 pounds.
3. LINKS members must be at least 17 years of age at the time of enrollment in the program.
4. U.S. citizen, national or lawful permanent resident.
5. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
6. Ability to commit to the full term of service for which they are applying.
7. Submit to a criminal history background check and National Sex Offender Registry search.
8. Regular and reliable attendance.

## **Preferred Qualifications:**

1. Knowledge of micro enterprise, regional food system economies, production/processing, and youth enterprise programs
2. Ability to work independently, a hard worker and works well in a team environment.
3. Ability to work with diverse rural communities, youth and volunteers of different ages, skills and abilities.
4. Positive attitude, sense of humor and willingness to work Saturdays and occasional evenings.

## **Member Benefits Include:**

- 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).
- Share of the gardens' harvest for immediate household needs.

### **How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [info@foodrootsnw.org](mailto:info@foodrootsnw.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:** Shelly Bowe, Program Manager, at 503-842-3154 X2 or [info@foodrootsnw.org](mailto:info@foodrootsnw.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](mailto:links.recruitment@esd112.org)

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

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