



**Job Title:** AmeriCorps VISTA Food Access Specialist

**Location:** Boise, ID

**Status:** Non-Exempt

**Supervised By:** Director

### **About the Organization**

The Idaho Hunger Relief Task Force (the Task Force) envisions that in a state as abundant as Idaho, hunger will not exist. We work to put public and private resources into action statewide to eliminate hunger and provide food security for all Idahoans. The Task Force is a small organization, currently managed by a staff of three, with a big reach that includes a membership of 20 organizations who focus on food security and nutrition. Flexibility and adaptability defines our office culture and promotes our ability to move quickly to develop and deploy innovative programs that address hunger and food insecurity.

### **About the Role**

The Anti-Hunger Corps VISTA program aims to address hunger, poverty, and build the capacity of the agencies that address these issues. Members will assist the Idaho Hunger Relief Task Force to achieve results that align with its scope of action: Research and document hunger and its root causes; raise public awareness of hunger and its root causes through education; make recommendations to public and private food security programs and/or services; provide food security related information to Idaho decision-makers; actively support the development of programs and policies to eliminate hunger; and encourage collaboration among programs that work to eliminate hunger and its root causes. The “Idaho Food Access Specialist VISTA” will expand the organization’s knowledge, efforts and impact with regard to state and federal food access and food security benefits, such as SNAP, WIC, Pandemic EBT, Summer Meals, etc.

Specific responsibilities listed below:

#### Goal #1:

IHRTF hosts conferences and summits to educate attendees on hunger and its root causes, encourage collaboration among individuals and organizations that work to eliminate hunger, and to bring hunger advocates together with the goal of creating an actionable plan to eradicate hunger in Idaho. The VISTA will join the “Hunger and Food Security Event Planning Committee” to ensure our upcoming virtual conference and future in-person summits are successful in reaching our goals.

1. Participate in bimonthly meetings to assist in the planning of the 2021 virtual event
2. Complete deliverables in accordance with the planning timeline
3. Coordinate efforts across workshop groups to align with deadlines
4. Recruit and confirm speakers and facilitators for keynotes, panels, and workshops
5. Create a replicable plan of action for future in-person summits to increase efficiency and reduce costs/time

#### Goal #2:

IHRTF operates a program called “Food Is Medicine – Rx for Fresh Fruits & Vegetables” to address food insecurity and chronic disease in Idaho. The VISTA will partner with the “Rx for Fresh Fruits & Vegetables” Program Manager to improve participant education around statewide benefits programs, including SNAP, WIC, P-EBT and Summer Meals.

1. Research SNAP, WIC, P-EBT enrollment process in Idaho
  - a. Create or source training resources for our program participants



- b. Train team and participants to answer questions around benefits programs
2. Create marketing materials to educate our participants and partners around benefits, eligibility and deadlines
3. Increase the number of SNAP enrollees in our programs based on eligibility requirements

#### Goal #3:

Using an analysis of 2021 Summer Meals data, work to increase the number of sponsors and approved sites for Summer Meals throughout the state in 2022. This will be a multi-year project that will partner with IHRTF and the State Department of Education and will focus on the growth and success of the Summer Meals program in the years to come.

4. Review the analysis of the 2021 Summer Meals data
5. Partner with the State Department of Education to identify 2022 list of Summer Meals sponsors and sites.
6. Identify non-profit organizations, social service organizations, faith-based organizations and school districts that are not currently participating in Summer Meals programs.
7. Partner with the State Department of Education to recruit, contract and secure new sponsors and sites for the 2022 Summer Meals Program year.
8. Increase the number of Summer Meals sites and sponsors throughout the state from baseline data in 2021.

#### Goal #4:

IHRTF documents and raises public awareness of hunger and its root causes through various communications campaigns. The VISTA will build off the efforts of our 2020/2021 AmericorpVISTA in strengthening our organizational communications around food benefits programs through social media, email campaigns, etc.

1. Review all communications (website, Facebook, Instagram, email campaigns, networks).
2. Develop annual communications plan that incorporates announcements of cyclical benefits programs such as the Summer Meals program.
3. Educate public on root causes of hunger, current issues, and programs & policies that support our efforts to end hunger in Idaho.

#### **Qualifications & Skills**

- Exceptional attention to detail and strong data entry experience.
- Ability to use experience, sound judgment, and resourcefulness to adapt current practices to new situations and select the best course of action.
- Knowledge of best practices around social media and website management.
- Working experience and comfort with Microsoft Office, Google suite and other apps, such as project management technology.
- Strong written, verbal and presentation communication skills
- Event coordination experience (in-person or virtual) a plus
- Must have a valid driver's license and a working vehicle
- Ability to ascend/descend stairs
- Occasional local/regional travel expected

#### **Hours & Compensation**

This role requires 35 hours per week. There is flexibility in the schedule to meet your personal needs.



More information regarding compensation please go to the AmeriCorps VISTA official website at <https://americorps.gov/members-volunteers/vista/benefits>.

### **How to Apply**

We strongly encourage individuals from underrepresented groups to apply. We believe that every team member enriches our organization by exposing us to a broad range of ways to understand and engage with the world, to identify challenges, and to discover, design and deliver solutions to end hunger in Idaho.

To apply, please submit your resume and cover letter to [info@idahohunger.org](mailto:info@idahohunger.org) by the application deadline of **July 31st**. We will reach out to you directly to confirm receipt and to instruct you on next steps.