



The Food Literacy Project at Oxmoor Farm

Job Description: AmeriCorps VISTA Resource Development Coordinator

Project Period: November 6, 2015 – November 5, 2016, full-time

The Organization: The Food Literacy Project (a nonprofit education partner to Field Day Farm, a commercial vegetable operation located in Louisville, KY's Hikes Point Area), *inspires a new generation to build healthy relationships with food, farming, and the land.* Founded in 2006, we reach a diverse group of youth and families through the Field-to-Fork Program, which includes student farm-based education, family engagement, professional development, community engagement, and youth development.

In a time of great concern about rising obesity rates, lack of access to fresh foods, as well as the cultural disconnection between people, food, and the earth, we engage youth and families in creating a just and sustainable food system that cultivates healthy citizens and communities. Participants empower themselves with skills to lead healthier lives and discover earth's bounty through hands-on learning. Our outdoor classroom includes 8 acres of sustainably grown vegetable crops, raised bed gardens, greenhouses, farmers, rain gardens, a fruit orchard, and an outdoor teaching kitchen.

Goal of the Project: The AmeriCorps VISTA will strengthen our capacity to serve low-income youth by intensifying resource development efforts, expanding our volunteer base of support, and meaningfully engaging stakeholders in our work.

AmeriCorps VISTA Member Responsibilities:

- Assist with the planning and execution of a successful fundraising event in September, including managing a silent auction and assisting with event coordination.
- Facilitate a successful grants program: with input from the Director of Development and Assistant Director, create and maintain a grants calendar, research potential new funders, and assist in grant-writing efforts.
- Assume responsibility for management of the individual donor database, including maintaining its accuracy, generating reports, and pulling mailing lists.
- Build the organization's social media audience by maintaining fresh content on each of the organization's social media sites and website.
- Plan and implement volunteer work days, with special focus on recruiting companies and community groups. Create a process of effective volunteer stewardship.
- Create and manage the Truck Farm community event and tabling schedule, including proactively scheduling high-profile appearances.
- Represent the Food Literacy Project at community events. Special emphasis should be given to recruiting volunteers and new donors.

- Facilitate the creation of a new corporate retreat series, including writing a mini-manual of procedures, recruiting participant prospects, scheduling the retreats, and implementing the program as needed.

Qualifications:

- Willingness to accept a high level of responsibility and to seek and accept direction as appropriate.
- Ability to define and ensure the achievement of short- and long-term goals, objectives, and outcomes.
- Self-directed and organized, with excellent communication (verbal and written) and active listening skills.
- Experience as a paid staff for a small, community-based non-profit organization is beneficial.
- Demonstrates pride in work and exhibits excellent attention to detail.
- Cultivates positive personal and team dynamics among staff and volunteers; establishes and maintains effective working relationships with others.
- Flexible and adaptable; possesses a solution-oriented approach.
- Be physically able to participate in and lead farm and garden work projects (walking, lifting, kneeling, etc.), and to work outdoors in all weather conditions.
- Shares a commitment to the Food Literacy Project's mission; interest and experience in farming, sustainable agriculture, community food security, cooking, and/or nutrition are assets.
- Bachelor's degree required.
- Must pass criminal background check.
- Experience using a computer and applicable software (e.g. Microsoft Office, databases, WordPress); social media and website experience is beneficial.
- Must have reliable transportation to the Food Literacy Project's offices on Oxmoor Farm in the Hikes Point neighborhood of Louisville, Kentucky.

AmeriCorps Program Benefits:

Living allowance, relocation allowance, stipend, health coverage, choice of Education Award or End of Service Stipend, and training.

To Apply:

Register on the My AmeriCorps site (<https://my.americorps.gov>) to submit an application for this position AND submit your resume and a cover letter to Melissa Kratzer, Director of Development, at 9001 Limehouse Lane, Louisville, KY 40222 or melissa@foodliteracyproject.org. Application deadline: August 31, 2015.

The Food Literacy Project is an Equal Opportunity Employer:

The Food Literacy Project emphasizes diversity in both our programs and our staff, and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran in accordance with applicable federal, state, and local laws.