



**Power of We Consortium AmeriCorps State Program
Full Time Position Description**

Position Title:	Pantry & Market Education Facilitator	Category:	AmeriCorps Service Member
Host Site:	Allen Neighborhood Center	Site Supervisor:	Julia Kramer
Stipend:	\$12,630	Position Type:	Full-time, 1700 hours
HR Contact:	AmeriCorps Program Manager	Dates of Service:	Oct. 16, 2017 – Sept. 26, 2018

Position Description

Organization Information: Established in 1999, Allen Neighborhood Center (ANC) is a non-profit hub for neighborhood revitalization. Signature projects include the Hunter Park GardenHouse and Allen Farmers Market. These programs have emerged from neighborhood forums that address emerging issues and lead to pioneering, resident-driven strategies for community improvement. For more info, visit: www.allenneighborhoodcenter.org

Role and Responsibilities:

Our Pantry and Market Facilitator will:

- Coordinate the collection, preparation, and distribution of food donations for weekly Breadbasket Food Pantry.
- Coordinate data entry for donated food and participants at each Pantry, and prepare monthly reports of data.
- Facilitate nutrition education/monthly cooking classes at the Pantry, the Nutrition and Fitness Education booth at the Farmers Market and/or in the Allen Market Place licensed kitchen.
- Support all approved activities related to the Market, e.g., promotion and volunteer coordination.
- Schedule special guests at the Market to contribute education, community resources, and entertainment to the Market.
- Participate in a PWC AmeriCorps Program-wide data reporting system with program required survey questions; and further document the effectiveness and impact of the Pantry and the Market through dot and paper surveys.

Minimum Qualification:

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following checks: State of Michigan, DHS Central Registry Clearance, FBI Fingerprinting, and State & National Sex Offender Registry

Preferred Skills:

- Desire and ability to engage with a diverse group of people, particularly those living in low-income distressed neighborhoods.
- Ability to function independently and in a team environment.
- Computer skills, excellent written and oral communication skills.
- Access to a vehicle.

Compensation:

Members will receive a living allowance of \$12,630 distributed bi-weekly from October 16, 2017-September 26, 2018 and receive student loan forbearance for qualified loans. Upon successful completion of service an education award in the amount of \$5,775 will be issued. Members will serve 36 hours/week. All interested candidates must submit a cover letter and resume to Power of We Consortium AmeriCorps Program Director, Andrea Villanueva at avillanueva@ingham.org no later than **August 7th by 5pm.**