**Position:** Program Support VISTA  
**2020-2021**

Food Recovery Network is seeking a motivated person dedicated to continuous learning to join our National team for a one-year AmeriCorps VISTA position. Volunteer recruitment and retention is a major challenge for FRN. Our model hinges on establishing and sustaining a broad network of volunteers, which has become increasingly difficult due to rapid growth. To address this challenge, the Program Support VISTA will work to improve volunteer engagement. They will research best practices for volunteer management and recruitment and use this knowledge to develop tools for FRN chapters. After implementing the tools, the VISTA will analyze the impact of each and gather data to refine the tools. The VISTA will be a critical addition to the FRN team, supporting sustainable network growth and identifying effective strategies for recruitment and retention that FRN can continue to implement.

This position offers opportunities for skill development in project planning, management, and implementation; collaboration; communication skills — both written and spoken; travel and experience supervising within a national nonprofit. The role will also increase your technical understanding of hunger, food waste, logistics of food recovery and social justice.

**About FRN:** Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement working to bring food recovery programs to colleges across the country. FRN is currently comprised of more than 200 chapters at colleges and universities (and growing) across the country and has recovered more than 3.9 million pounds of food. We recently came to the close of our 3-year strategic plan and as of July 2019 have put in place a new 3-year strategic plan that will take FRN to the next level in the food recovery space. Our team is composed of multitalented individuals that are dedicated to the mission of fighting waste and feeding people.

**Commitment:** The position requires 40 hours of work per week. Work hours are from 9:30 am to 5:30 pm; occasional work after traditional hours may be required. Food Recovery Network is located in the heart of College Park, Maryland in close proximity to the University of Maryland, College Park. The College Park metro station is a 10 minute walk from the office; from here you can travel throughout the Washington, DC metro area. Please note that you must commit to working from the FRN National office; we are not considering any remote employees.

**Compensation:** This position pays $791.70 biweekly (full 14 days of service). Staff receive paid Federally-recognized holidays and 20 paid sick/personal/vacation days.
Responsibilities:

**Research volunteer recruitment and management strategies**
- Identify organizations with strong volunteer bases
- Conduct interviews with volunteer recruiters and managers of these organizations
- Review external volunteer recruitment and management resources
- Research, identify and attend/participate in volunteer recruitment and management trainings
- Produce a report on findings and present to FRN National Team; potential to present at the National Food Recovery Dialogue, FRN’s conference in October 2019

**Create scalable volunteer recruitment and management tools for FRN Chapters**
- Evaluate FRN’s current volunteer recruitment and management resources
- Update and create resources based on findings from first objective
- Update and create resources to be compatible with FRN’s online portal
- Propose and develop additional volunteer recruitment and management resources
- Develop social media and outreach campaigns to promote new resources

**Analyze the impact of newly updated or created resources**
- Work with FRN Data and Evaluation Team to develop effective evaluation tool(s)
- Conduct evaluation with FRNds who used resources
- Prepare report with findings and recommendations for the next Program Support VISTA

**Support FRN participants to increase their recovery programs, develop leadership skills, and engage in external opportunities**
- Serve a minimum of six hours per week on Hotline to support FRNds across the country
  - Communicate through various touch points including email, text, phone call, survey submission, Portal
  - Help chapter leaders identify goals for maintaining and expanding their food recovery programs and develop strategies for achieving those goals
- Support the Program Team to
  - grow the size of Network to 209 schools by May 2020
  - ensure the Network recovers 900,000 pounds by June 30, 2020
  - maintain 85% reported leadership development
  - provide various external engagement opportunities

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Food Recovery Network is an equal opportunity employer that does not discriminate on the basis of age, political affiliation, race, national origin, ethnicity, gender, gender identity, disability, sexual orientation, or religious belief. Members of underrepresented groups are encouraged to apply. We accept that everyone we work with has their own way of doing things, inspired by experience and creativity and we are flexible to ensure that everyone can make unique contributions to the food recovery effort.
Required:

- Excellent written and oral communication skills
- Impeccable attention to detail and organizational ability
- Collaborative attitude and ability to work independently
- Comfortable receiving and giving feedback
- Skilled in managing multiple ongoing projects
- Familiarity with common social media platforms & ready to learn new platforms
- Campus organizing experience, including a demonstrated ability to rally and support others to join a cause or organization
- Proficiency with Google Apps and other similar software; ability to learn new platforms successfully
- Ability to deliver in a dynamic, fun, and results-oriented environment
- Desire to work in a learning-centered atmosphere
- Desire to work for a growing organization where opportunities to create and build systems will likely arise
- Comfort creating new systems and improving upon existing models
- Positive and motivational attitude
- Personal cell phone for daily work use
- Comfort supervising and supporting people remotely/virtually

Preferred:

- Bachelor’s Degree
- Experience working for a national student organization
- 1-3 years experience working at a nonprofit; internships count
- Familiarity with food justice issues
- Experience creating and implementing social media campaigns
- Able to work hard for the common good

Application Instructions:

1. Apply through the [Corporation for National & Community Service website](http://example.com/corporation)
   a. Create a profile
   b. Submit an application
2. Applications will be accepted on a rolling basis (the earlier the better)

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