Position: Food Recovery Verified (FRV) 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. Through the Food Recovery Verified (FRV) program, FRN recognizes food businesses and events who work to fight waste and feed people through food recovery. FRV serves as a third party verification for food businesses and events that donate surplus food to hunger-fighting nonprofits. The FRV VISTA will support FRN’s work outside of higher education to identify new areas for program growth, development, and sustainability by: strengthening our current partnerships through increased communication, identifying new clients through targeted outreach, support these clients in establishing food recovery programs, and developing resources to support a growing program.

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 Washington, DC, and is a few blocks away from both the Metro Center and Gallery Place-Chinatown metro stations. 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:
The VISTA will work with Food Recovery Verified Fellow to manage the portfolio of more than 150 Food Recovery Verified businesses in the network.

- Work alongside the FRV Fellow to manage and process all Food Recovery Verified applications
- Work with the FRV Team to grow new client base to 75 additional FRV business accounts
- Provide guidance and support for all Food Recovery Verified businesses to ensure their food recovery programs run smoothly
  - Work with the FRV Team to develop a check-in process with clients on a quarterly or bi-annual basis to evaluate how the food recovery program is going, collect information and data to generate reports, and distribute resources and updates to the clients
- Manage the process for reminding Food Recovery Verified accounts to renew their verification annually with the goal of an 85% renewal rate
- Alongside the FRV Fellow, field any incoming inquiries of food businesses interested in beginning a food recovery program. Provide one-one-one guidance and support to these businesses and assist them in launching a food recovery program
- Ensure information is accurately tracked and recorded in FRN’s database, Salesforce

The VISTA will work with FRN’s Communications Team to highlight the FRV program across FRN’s digital platforms with the goal of increasing awareness of the program, demonstrating the program as a value-add to food businesses, and educating FRN’s network and larger audience about various food recovery models.

- Work with the Communications and Engagement VISTA in ensuring FRV is regularly showcased on FRN’s social media. Develop written and visual content highlighting the FRV program
- Pen 6 blog posts featuring the FRV program and demonstrating its value-add to FRN stakeholders
- Support the Communications Specialist VISTA in updating FRN’s website with accurate and relevant information about the FRV program
- Work with the FRV and Communications Teams to develop a media kit for Food Recovery Verified accounts to digitally showcase their verification to relevant stakeholders

The VISTA will work with the FRV Team and larger FRN National Team to support the growth and visibility of the Food Recovery Verified program through targeted outreach and events.

- Lead outreach campaigns to target new and existing FRV clients
  - March Madness campaign with Sodexo: Launch this campaign with the goal of recruiting 10 new Sodexo food business accounts to launch a food recovery program and become Food Recovery Verified
  - Florida-specific outreach, supported by Whole Foods Market: Work with the Manager of External Partnerships to perform a Florida-specific outreach campaign encouraging food businesses to launch food recovery programs

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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.
Move Out for Hunger: Work with the Programs Team to perform a successful Move Out for Hunger event. Provide guidance and support to higher education FRV accounts in leading an end-of-year kitchen clean-out and food donation

- With support from the Alumni VISTA, design and implement an outreach campaign encouraging FRN Alumni to activate local food businesses to become Food Recovery Verified
  - Provide guidance and support to at least 5 FRN Alumni in launching food recovery programs in their new communities post-college, resulting in 5 new Food Recovery Verified accounts
  - Generate a report detailing the outcomes of the outreach campaign and recommendations for future outreach campaigns

Work with the Programs Team to liaise FRV and FRN Chapters; develop resources to educate FRN students about the FRV program; and provide guidance and support to FRN students in educating their food donors about Food Recovery Verified

- Support the FRV Fellow with FRN’s portfolio of FRV Events, such as:
  - The Winter Fancy Food Show
  - National Association of Realtors events
  - James Beard Foundation events

The VISTA will collect, organize, and report on data collected within the FRV program to develop programmatic improvements.

- Currently, several FRV accounts do not track how many pounds of food they recover and donate. The VISTA will analyze each account, determine which track their donations and which do not, and develop a report on these findings.
  - Based on data collected and reported on, work with the FRV Team to develop a system to support clients to track food recoveries using FRN’s food tracking system or an equivalent system
- Work with the Evaluation Team to create reports and content to express FRV metrics. This includes developing a Fiscal Year 2020 report encompassing FRV’s metrics from the year including insights of the data and recommendations for future data tracking and analysis.
- Improve internal processes for the FRV Team to keep data updated in FRN’s internal database, Salesforce
  - Learn the tools of using Leads and Tasks in Salesforce to better improve internal processes within FRV. Develop how-to-guides to be shared with the FRV and larger FRN National Team.

The VISTA will update and develop internally and externally-facing resources to strengthen and support the FRV program.

- Update the internal FRV Toolkit as new methods, processes, and protocols are identified and implemented
- Develop a guide for existing FRV accounts to support their efforts in maintaining their food recovery program. This includes: navigating staff transitions, tracking and recording food recovery data, utilizing this data to achieve source reduction, showcasing their verification, etc.
- Create external resources as needed for the FRV client base

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Required:

- Attention to detail and robust organizational skills
- Excellent written and oral communication skills; Comfort with public speaking
- Positive and motivational attitude when working with external partners
- Experience or desire to learn to write reports, analyze, and understand quantitative and qualitative data and surveys
- Experience being project lead, including mobilizing peers and colleagues and meeting milestones
- Skilled in managing multiple ongoing projects
- Experience with common social media platforms, including: Facebook, Instagram, Twitter, and LinkedIn, preferably in a professional environment
- Collaborative attitude and ability to work independently
- Comfortable receiving and giving feedback
- 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 with Squarespace
- Experience with communicating with external stakeholders over the phone
- Community organizing experience, including a demonstrated ability to rally and support others to join a cause or 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
   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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