Position: Resource Development VISTA  
2020-2021

Food Recovery Network (FRN) is seeking a motivated person dedicated to continuous learning to join our National team for a one-year AmeriCorps VISTA position. FRN relies on a diverse array of tools and resources to educate and engage volunteers and others interested in joining the food recovery movement. Ensuring these resources remain relevant and that we are developing new content based on the needs of our stakeholders is essential to our education and outreach work. The Resource Development VISTA will lead content development and drive progress in the food recovery movement by improving the accessibility of current resources and developing new tools to support our student-led chapters through the FRN Portal. Additionally, the VISTA will work with FRN National to promote the use of these resources and gather feedback to inform future content development.

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:

**Improve accessibility of current resources**
- Review 75+ resources in the FRN database and determine how to reformat for the FRN Portal
- Lead creation of any necessary new content, including videos and graphic design components
- Work with the two other members of the Portal Task Force and the Student and Alumni Advisory Board to reformat resources for the FRN Portal
- Develop campaigns to promote resources; potential to present updated resources at the National Food Recovery Dialogue, FRN’s conference on October 5-6, 2019

**Develop at least five new resources**
- Review goals from student-led chapters and Program Goals
- Review leadership skill development data
- Recommend potential resources
- Develop resources
- Create campaign to promote resources

**Analyze the impact of newly updated and 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 Resource Development 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](#)
   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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