



Alaska Food Policy Council

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## AmeriCorp Program Planning Coordinator (Contract)

**Contract Term:** October/November 2022 - March/April 2023

**Contract Rate:** \$30,000 flat rate (travel will be paid by AFPC)

**Payday schedule:** Monthly

**To apply:** Email your resume & cover letter to [director@alaskafoodpolicycouncil.org](mailto:director@alaskafoodpolicycouncil.org)

**Deadline:** We are aiming to hire ASAP; applying as soon as you can is recommended

### Organizational Background

Alaska Food Policy Council (AFPC) is a nonprofit organization committed to making improvements to Alaska's food system. AFPC was established in 2010 with the goal of creating a healthier, more secure, and more self-reliant Alaska by improving our food system. Over 175 agencies and individuals representing federal and state agencies, tribal entities, schools, university programs, farmers, fisheries, and food systems businesses are members of the AFPC. Our partners and members include a broad cross-section of Alaskans and organizations that work to address all aspects of food systems, including production, processing, distribution, consumption, and waste management.

### Position / Project Background

AFPC seeks a contractor to work with the organization to fully develop a successful statewide AmeriCorp program that would support 5-15 volunteers in both remote and urban locations. Recognizing the importance of creating economic opportunities within communities where there are few, the priority is to develop volunteer opportunities in remote Alaska communities.

According to Feeding America, 86,970 people are facing hunger in Alaska, and of them, 28,160 are children. That translates to 1 in 8 people facing hunger and 1 in 6 children facing hunger. By leveraging Americorp volunteers, there is the possibility to impact this fact in a positive way by developing a program focused on food security.

Creating access to nutritionally dense food that has a small carbon footprint can be accomplished by producing food locally. Local food production also helps to decentralize processing, storage, and distribution needs, which helps to reduce the impact of supply chain interruptions and reliance on large manufacturing/processing facilities outside of Alaska. Unique challenges that Alaska faces

include the remoteness of many of our communities, limited infrastructure, limited human capacity, and limited career pathways and employment opportunities related to the food system.

While there are many internship opportunities, the creation of an Americorp program focused on food security would establish a meaningful step in creating career pathways. It will also demonstrate the viability of community food projects and their potential to support positive change within a community through direct service conducted by the volunteers. Depending on the project, there is also potential for economic development for Alaska's rural communities.

The community projects would focus on the production of local food, retaining traditional ecological knowledge, and ensuring continued access to traditional harvests of fish, mammals, birds, and plants. While each project will be unique to the needs of the community, all projects will be grounded and connected to food security. Depending on the project, there is a likely intersection with many of the priority areas of Americorp, including Environmental Stewardship, Economic Opportunity, and Healthy Futures. Depending on the volunteer, the project might also meet the priority areas of Education and Military and Veteran Families.

### **Coordinator Duties**

- Analyze the Regional Food Systems Partnership (RFSP) data and existing food system reports
- Develop and maintain working relationships with key stakeholders to develop AmeriCorps program design.
- Identify potential communities and host organizations that will support successful AmeriCorps members placement
- Conduct outreach to communities to gauge interest in hosting a volunteer and identify potential projects,
- Travel to four communities with potential host sites to fully vet the viability of the proposed project and support systems in place (e.g. direct supervision support, housing, workspace, etc)
- Develop a comprehensive program proposal for Americorps in collaboration with AFPC stakeholders, including but not limited to the creation of a budget, project narrative, member position descriptions, and timeline.
- Co-manage budget and reporting requirements to ensure Program Compliance as identified by AmeriCorps/SERVE Alaska
- Attend monthly ServeAlaska AmeriCorp training
- Develop policies and procedures including member handbook, program handbook, financial policies per Serve Alaska/AmeriCorps requirements
- Manage data collection, program records, generate and file reports
- Identify performance measures and develop complementary data collection plan

### **Key Skills and Abilities**

The ideal candidate is independently motivated, with a high degree of accountability, and detail-oriented. The Program Planning Contractor will work closely with existing staff and board

members but will also be expected to take ownership of the day-to-day operations of this planning grant.

Effective listening and strong oral and written communication skills. Public speaking and training facilitation skills. The ability to work independently and familiarity with general office equipment and programs. Social media skills to promote AmeriCorps.

### **Desired Qualifications:**

- BA or BS degree (or equivalent experience)
- Experience in non-profit management
- Volunteer management, or another supervisory role, public relations, communications, data collection, and/or relationship cultivation
- Grant writing
- Program design

### **Activities & Deliverables (timeline is subject to change)**

- **Month 1** - *Summary report (including developing an AmeriCorps based Theory of Change/ logic model)* The contractor will undertake reviewing and analyzing the Regional Food Systems Partnership (RFSP) data, and existing food system reports to understand needs around the state better
- **Month 2** - *List and Operations Plan*: Identify requirements and considerations for becoming a program site, connecting with other Alaska site hosts, and seeking out training to inform the work. Develop a process for selecting sites, potential communities will be identified, food system needs of those communities will be identified and an initial idea of resources available in the communities will be gathered. Begin communication with identified potential partner sites.
- **Month 3** - *Outreach and Relationship Building; Begin budget development draft, member position descriptions*: Communicating with, and traveling to four identified communities to see firsthand what resources are available and better define the needs of communities. This will assist in developing a full program application and the recruitment and training of AmeriCorps members.
- **Month 4** - *Continued + Outline of Potential Outcomes/ Outputs of a full AmeriCorp program - compiled into reports/ documents/ completed budget and member position descriptions*- communicating with and traveling to four identified communities to see firsthand what resources are available and better define the needs of communities. Work on developing a system for collecting data and measuring impact on communities.
- **Month 5** - *Full Application Creation*. Based on information and findings through the planning process, the contract hire will work with AFPC to create documents necessary to submit an AmeriCorps Program Grant and implement an AmeriCorps program.