



## **Title: AmeriCorps Public Engagement Leader VISTA Intern**

### **ARE YOU PASSIONATE ABOUT ENDING HUNGER AND CREATING NUTRITION SECURITY?**

The Madison Area Food Pantry Gardens, Inc. (MAFPG) has a 1-year position available as an AmeriCorps Public Engagement Leader VISTA Intern. The VISTA Intern will work as part of a team striving to help our neighbors by providing local food pantries with first-choice, fresh, nutritious, and culturally relevant produce. The successful applicant will find the opportunity rewarding in many respects. The Public Engagement Leader VISTA Intern will gain valuable experience teaming up with enthusiastic volunteers.

This is a unique opportunity that includes both marketing and project management. MAFPG is seeking an individual who can market MAFPG to improve awareness in the community, recruit individual volunteers and groups from businesses, and create systems and manage projects that utilize a large volunteer force (this could include improving logistics related to distribution of produce to more than 20 outlets in the community, coordinating community compost pick-ups, and more). Experience in marketing, logistics, the emergency food system, and/or horticulture or plant sciences is a plus.

### **Program Requirements:**

- Be a member of the Madison Area Food Pantry Gardens Leadership Team including attendance at quarterly board meetings and committee involvement
- Work with the marketing committee in updating MAFPGs' display for the annual PBS Garden and Landscape Expo and other volunteer recruitment events
- Plan and conduct activities and events to recruit volunteers
- Develop and/or update print materials for distribution to potential volunteer groups and individuals
- Maintain websites and social media to keep volunteers and members of the community aware of activities, events, and progress
- Provide garden leaders advice on how to effectively use social media to expand the outreach of MAFPG
- Work with Forward Garden Farm Manager in scheduling tasks to be accomplished including coordination and staffing group activities and 4x weekly open volunteer sessions, produce distribution, and composting logistics
- Assist in the continued documentation of MAFPGs' history

### **Required Qualifications**

- Minimum age 18
- Excellent organizational skills including the ability to coordinate program details and organize workloads
- Competence working with Microsoft Office programs and the internet
- Ability to work in a context of individual and cultural differences
- Ability to schedule occasional evening and weekend work to fulfill responsibilities of the position
- Ability to be self-directed and self-motivated



- Transportation adequate to fulfill position responsibilities (hybrid position with both onsite and remote work)
- Ability to communicate ideas effectively verbally, in writing, and through educational technology to both youth and adults
- Commitment to a team work environment

### **Preferred Qualifications:**

- Experience in emergency food system and/or gardening and/or urban agriculture
- Volunteer or paid experience working with people from culturally diverse groups
- Experience with relationship building and working in collaborations
- Bi-lingual (Spanish or Hmong)
- Minimum of one year post-secondary education
- Undergraduate or graduate student working towards a college or technical degree in a related field
- Familiarity with database management software such as Mailchimp, Sign Up Genius, or Eventbrite is a plus.

### **Direct Supervisor**

Matt Lechmaier  
Forward Garden Farm Manager  
[matt@foodpantrygardens.org](mailto:matt@foodpantrygardens.org)

### **Office Location**

Home Office (Remote)

### **Dates of Service**

Full-time for one year beginning upon appointment: 2/13/23-2/12/24

### **Benefits**

- Bi-weekly living allowance equivalent to \$15/hour including Education Stipend
- Health Insurance
- Relocation Expenses
- Leave (personal, medical, parental, emergency)
- If you have children under the age of 13, you may qualify for the AmeriCorps childcare benefit
- An educational award to apply to past, present, or future educational costs or an end-of-term cash stipend award. Specific dollar amount available upon request.
- Any travel and expenses related to the position will be reimbursed

### **To Apply**

Interviews will be conducted on an ongoing basis until position is filled.  
Send cover letter and resume via email to [matt@foodpantrygardens.org](mailto:matt@foodpantrygardens.org).