Title: Public Engagement Leader VISTA Member

The Madison Area Food Pantry Gardens, Inc. (Gardens) has an Americorps VISTA position available as a Public Engagement Leader VISTA member. The VISTA will work as part of a team in striving to help members of our community experiencing food insecurity 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. As the Public Engagement Leader VISTA member, you will gain valuable experience teaming up with enthusiastic volunteers.

This is a unique opportunity to “learn by doing” outreach and communication. The successful applicant will be well organized and able to work well both independently and in a team setting. The individual should have a strong background in communications both written and oral. To fulfill position duties, the individual must accept a flexible work schedule, have access to the internet and have the use of a vehicle. Experience in horticulture or plant sciences is a plus.

Scope of Work:

- Be a member of the Madison Area Food Pantry Gardens Leadership Team
- Work with the Marketing Team in planning, coordinating and contributing to the Garden’s display at the PBS Garden and Landscape Expo
- Develop print materials for distribution to potential volunteer groups and individuals
- Maintain website and social media to keep volunteers and members of the community aware of activities, events and progress.
- Provide garden coordinators and volunteer coordinators advice on how to effectively use social media to expand the outreach of Madison Area Food Pantry Gardens.
- Plan and Conduct activities and events to recruit volunteers and acknowledge supporters.
- Work with Farm Manager in developing garden layout, scheduling and tasks to be accomplished.
- Be part of the Forward Garden team in coordinating work schedules and staffing group activities.
- Assist in summarizing and publishing our 22 year history as an organization.

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
- 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 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 degree in a related field
- Familiarity with social media and database management software such as Mailchimp, Little Green Light, Sign UpGenius or Eventbrite is a plus.

Direct Supervisor
Matt Lechmaier
Forward Garden Farm Manager
matt@foodpantrygardens.org

Office Location
Home Office

Dates of Service
Full-time for one year beginning upon appointment.

Remuneration:
Americorps*VISTA workers receive a bi-weekly living stipend of $575.40 in addition to health insurance and relocation expenses. Plus an additional choice of a $6,495 educational award to apply to qualified past, present or future educational costs or end of term cash stipend award of approximately $1,800. Any travel and expenses related to the work of the position will be reimbursed. (No travel reimbursement will be made from residence to the volunteer work site.)

To Apply:
Send cover letter and resume via email to matt@foodpantrygardens.org
Interviews will be conducted on an ongoing basis.