

Volunteer Engagement and Event Coordinator

Feed Iowa First
Cedar Rapids, Iowa

Type of Position: AmeriCorps VISTA

Salary: AmeriCorps VISTA members receive a living stipend for their service of roughly \$12,500 and an educational award of \$6,000. Paid every two weeks.

Hours: Average 37 hours per week.

Program Benefits: Health Coverage*, Choice of Education Award or End of Service Stipend, Education award upon successful completion of service, Training, Relocation Allowance, Living Allowance, Childcare assistance if eligible.

*For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

Percent Time: 100%

Contact: Kamyar Enshayan, Director - Center for Energy and Environmental Education, University of Northern Iowa. kamyar.enshayan@uni.edu. (319) 273-7575

Position Summary

Feed Iowa First oversees approximately 25 urban farm plots per year in Linn County and the safe procurement of produce donations from rural farm partners. The food grown is distributed to Linn County food pantries, soup kitchens and social service agencies at no cost. The Feed Iowa First Volunteer Engagement and Event Coordinator is responsible for facilitating methods to recruit, retain and engage volunteers; and assist with organizational event planning and coordination. The Volunteer Engagement and Event Coordinator will primarily work out of the Feed Iowa First Shop and office located in the Oakhill Jackson neighborhood of Cedar Rapids.

Key areas of responsibility

Volunteer Engagement

- Explore and facilitate methods to retain and grow volunteer base
- Explore and facilitate methods to engage volunteers
- When appropriate, provide orientation and training to volunteers
- Maintain and update volunteer contact information and recording of volunteer hours
- Initiate and implement volunteer recognition efforts
- Assist with social media and volunteer communications

Event Coordination

- Assist with organizational event planning and coordination
- Manage and oversee event day activities, including communicating with vendors, and managing set-up and tear-down
- Assist with social media and other methods to promote events

Experience Required

- Demonstrated project management skills, including the ability to organize and prioritize numerous tasks.
- Demonstrated skills to work effectively and relate well with people both internally and externally.
- Valid U.S. driver's license.
- Must be comfortable working outdoors.

- Demonstrated ability to safely coordinate groups of volunteers.
- Some knowledge of gardening or farming.
- Must be at least 18 years of age.

Desirable Qualifications

- Experience with farming, gardening, landscaping, agronomy or conservation.
- Experience working with volunteers and leading activities.
- Experience with health, wellness, diet and fitness.
- Experience with Microsoft OfficeSuite programs.

Successful candidates will be subject to credential and criminal background checks. All ages are encouraged to apply.