

ECO AmeriCorps



2024-2025



Food Hub Coordinator

Champlain Valley Office of Economic Opportunity (CVOEO) and ACORN, 616 Exchange Street, Unit 5 Middlebury, VT 05753

The Champlain Valley Office of Economic Opportunity (CVOEO) addresses fundamental issues of economic, social, racial, and environmental justice and works with people to achieve economic independence.

ACORN's mission is to promote the growth and health of local food and agriculture in Vermont's Champlain Valley by providing support to our farmers and food producers, engaging in food education and ensuring access to healthy food for all members of our community.

Position Supervisor(s): CVOEO- Emmet Moseley Food Hub Supervisor ACORN-Lindsey Berk Executive Director

Emmet Moseley oversees CVOEO's food security programs in Addison County including the Food Hub and Walk-in food pantry.

The Role :

This position is shared, on average you will spend 20 hrs / Week ACORN 20 hrs/Week CVOEO

The Food Hub Coordinator will assist in developing the ACORN and CVOEO multipurpose food hub in Addison County. The project will allow the service member to experience various facets of our county's food system, through direct client service, organic market development and storytelling.

Our service project helps to build food security by providing access to healthy foods to low income populations as well as ensuring that our local producers are seen and valued as land stewards and food security agents.

By partnering with both CVOEO's Food Access Network and the ACORN Food Hub, the role will be a mix of direct food access as well as indirect, bigger picture thinking and communications to address some of the systemic root causes of food insecurity and sovereignty. More info on the two organizations below:

CVOEO

Since opening the food hub in 2021, we've been able to double the reach of CVOEO's food security programs in the county. Utilizing an online ordering and home delivery model we've added nearly 250 households to our database, none of whom were receiving food from our agency previously. Adding a shared Eco member will allow for increased enrollment in our home delivery, mobile pantry and food kiosk programs. The ECO service member will join CVOEO's staff of two full time food security workers in Addison County.

According to Data from the USDA there are approximately 4,000-5,000 food insecure individuals in Addison County. The county currently only hosts 3 food pantries that are open at least once per week and only two which are open to residents of any town in Addison County. Those two pantries are located less than two miles from one another in Middlebury. Taken together these two programs serve less than half of the food insecure population of the county.

In our 2022 community needs assessment CVOEO surveyed over 1,000 community members asking what was the most pressing issue in their communities, out of 13 possible areas, food security ranked third. Respondents ranked it above substance use services, childcare, higher education, and transportation. Our communities have told us that access to quality food is a top need and we are still a long way from filling that need.

ACORN

ACORN currently has two full time employees and one part time employee which provide the base level of operations to keep ACORN's programs, including the Food Hub, functioning. We have not had the dedicated time to strategically communicate how our work is rooted as one of many resiliency solutions to the climate crisis. This service project will build capacity by allowing us to capture stories from farms and translate them into accessible information that encourage our local community to support regenerative agriculture through the food hub's programs.

The climate crisis will continue to impact food supply chains and jeopardize access to food across the globe. As stated in Vermont's Farm to Plate Climate Change brief, "Vermont will face considerable disruption to the local food system and farm profitability and viability because of climate change." Additionally, Food Hubs are listed as key infrastructure in the May 2023 New England Feeding New England Report Volume 4: Understanding Market Channels and Food Expenditures.

This Americorps position allows ACORN to move forward with increased outreach and communications capacity, helping to ensure the long term impact of the Food Hub.

Essential Functions:

CVOEO

- Utilize an online ordering platform and client management database to create lists of orders to be fulfilled weekly. (once per week)
- Assist staff and volunteers to receive and inventory food for distribution. (twice per month)
- Assist staff and volunteers to fulfill orders from our online ordering platform. (once per week)
- Utilize route planning software to efficiently build delivery routes. (once per week)
- Conduct program evaluation surveys and interviews via phone, in person and with online tools. (ongoing, as needed)
- Attend weekly Food Access Network team meetings with 6-10 staff and stakeholders located across CVOEO's service area. (once per week)

ACORN

- Document (written and visually) our local farms' climate smart practices and resiliency stories. Tie stories together to form a cohesive narrative that communicates the value of a strong local food system
- Collaborate with the ACORN team to update the ACORN website and social media with farms' stories as they are developed
- Provide logistical support to the Food Hub team as related to weekly operations of the Food Hub including supply chain and delivery schedules.
- Be available 1 day a week to support the Food Hub's weekly receiving and distribution activities (Wednesdays)
- Deliver food to buyers around the Champlain Valley 1x/week
- Assist with the weekly Farmacy CSA packing and distribution in Middlebury with the potential for making home deliveries as well
- Be available 1 day a week (Thursdays)
- Deliver food to participants' homes around the Champlain Valley 1x/week

Secondary Functions:

CVOEO

- Generate appropriate referrals for services our clients might be eligible for ie: 3squaresVT, CSFP, Housing Subsidies, Energy Assistance.
- Assist walk-in clients at CVOEO's food pantry.
- Help recruit volunteers to contribute to the program's success.

ACORN

- Collaborate with the ACORN team to continue the development of the Farmer Climate Network
- Participate in organizational collaboration days with local farms
- Farmer appreciation events (parties, potlucks, etc.)
- Represent ACORN at community events and meetings
- Assist with day of event management for the Tour de Farms in September
- Develop additional communications and outreach materials for fundraising, annual appeal, etc.

Desired Qualifications:

BOTH CVOEO + ACORN

- Strong interest in environmental and economic justice; have a basic understanding of the Just Transition and Solidarity Economy framework
- Enthusiastic about the missions of CVOEO and ACORN, sustainability, food justice and committed to being part of two dynamic community-focused organizations.
- Ability to retain confidentiality, especially when working with vulnerable populations
- A proficient communicator with strong written and verbal skills. An interest in and passion for marketing will be useful!
- A self-starter capable of working without direct daily supervision.
- Personable, customer-oriented, comfortable while interacting with a broad range of people.
- Excellent time management and record keeping.
- Proficient in the use of Squarespace, Google Workspace, Outlook, Teams, Microsoft Office Suite, Slack, Canva, and Zoom, and/or the ability to learn new computer-based software quickly and thoroughly.
- Valid driver's license and ability to lift 40 pounds.
- Conversational Spanish would be great!

DEIJ

CVOEO has had a Racial Equity Committee and a full time Racial Equity Program Director since 2020. In July 2023 CVOEO created an Office of Racial Equity and Community Inclusion with two full time staff and a team of seven part time community ambassadors, who represent many of the language and ethnic groups of Vermont's new american communities. Community Ambassadors are outreach workers who help to facilitate connections between the agency and the diverse communities we serve. The office of Racial Equity and Community Inclusion provides free monthly staff trainings with experts in areas such as: trauma informed services, motivational interviewing, systemic racism and de-escalation. CVOEO also has an agency DEI Code of Conduct and a DEI Mission Statement .

ACORN has an inclusivity statement that all staff, board and farms that work with us sign. Members of the ACORN staff and Board have worked with farms and community organizations on educational initiatives regarding climate justice and its intersection with racial justice and how it applies to our work across the food system. We are constantly learning about how we can continue our efforts in creating a just and equitable food system for all.

Networking:

CVOEO - Our Food Access Network is highly collaborative in nature, seeking to embed food security into healthcare, childcare, housing and educational settings. Because of this, networking is a crucial part of our work and the member will have many opportunities to connect with our many community partners. Additionally all of our team attends at least two annual statewide conferences organized by Hunger Free Vermont and the Vermont Foodbank respectively.

ACORN- Yes, as ACORN is at its core a network, this is inherent in our work. The service member will have the opportunity to meet farmers and food producers, institutional and retail buyers, community members, non-profit leaders, public agency staff and legislators who are all working together towards a more just, equitable and sustainable food system.

Climate Resiliency:

CVOEO has programs which directly improve low income Vermonters' climate resilience such as our home weatherization program. Our Food Access Network is also working with the Northeast Energy

Efficiency Partnership to investigate the overlap between transportation infrastructure, energy security and food security in low income residents of our service area. The outcome of this project will be to determine the most cost and energy efficient manner to expand food security in our service area.

ACORN- One of the goals in the USDA's new food system framework is "building a more resilient food supply chain that provides more and better market options for consumers and producers while reducing carbon pollution." Organic and regenerative farming releases fewer greenhouse gasses, protects natural resources, is more resilient to extreme weather events and stores carbon. By creating opportunities for farmer-to-farmer learning through ACORN's Farmer Climate Network, increasing access to markets through Farmacy, the Food Hub and Online Market, and increasing public support and engagement with local food through our Food and Farm Guide and Tour de Farms, ACORN is building climate resilience through a strong local food system. Not only will healthier soils, cleaner water and lower greenhouse gas emissions bring Vermont closer to its renewable energy goals, they will also provide a more resilient local food community.

Goals:

CVOEO

1. Expand in person and intermediary grocery deliveries to food insecure residents of Addison County.
2. Assist in data collection and program evaluation to increase user satisfaction and generate impactful referrals to relevant services.
3. Conduct outreach and engagement around new services offered through the Food Access Network (ie mobile pantry locations and automated food kiosks)

ACORN

1. Storytelling: Accurately capture and creatively share the value proposition of local food, and why supporting the Food Hub is important. We need to improve our communication regarding the values of purchasing locally to our community. The service member will meet with farmers and producers to understand their climate smart practices, resilience stories and weave these stories into a cohesive narrative. They will document these practices, stories and narrative using photography, written and digital tools, which will be published in ACORN emails, website, social media and physically around the Food Hub space.
2. Receiving and delivering food: Assist in operational logistics on as needed basis, no more than 2x/week (for Farmacy and Online Market distribution days). To better service our Farmacy: Food is Medicine participants and online market customers, the service member will assist in receiving food at the warehouse from farms and delivering food around the County.
3. Understanding the local food system: Get a behind the scenes look at how a grassroots local food system non-profit operates, networks, fundraises and manages projects

Misc.

CVOEO can provide a stipend for reinforced work boots, company apparel and gloves for the warehouse environment and the use of a smartphone and laptop.

ACORN - The service member will need to wear closed toe shoes and tie back long hair while at the food hub.

Travel to the food hub is reliant on reliable transportation, a company vehicle will be available to the member while doing service.

Service will take place in a warehouse environment, office environment, in clients homes, on farms and in community spaces.

Many community events come across our radar throughout the year and ACORN staff are encouraged to attend any that fit within their lifestyle and work schedules. We also host events and participate in many intersectional meetings, and the service member would be encouraged to attend (i.e Addison County Hunger Council, VT Farm to Plate, Vermont Fresh Network, etc.). Staff attend monthly ACORN Board meetings, and the service member would be welcome to attend, if they wanted to join us. The ACORN staff has regular weekly team meetings, often accompanied by delicious snacks, sometimes hosted on farms, in cafes, or other places around town. We can introduce the service member to volunteer opportunities, evening activities (trivia, sewing circles) and other communal spaces that lean towards community building.

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way

To Apply: [My AmeriCorps - Home Page](#)

Position begins September 17th, 2024 and ends August 15th, 2025

The State of Vermont is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.



AmeriCorps