



Local Food Access Assistant: January-July 2025

Northeast Organic Farming Association of Vermont (NOFA-VT), Richmond, VT

Advertising Statement: *Do you have a passion for food security, local and organic food, farming, and equity? Join NOFA-VT's dedicated Local Food Access team working at the intersection of food security and farm viability! Help us build an economically viable, ecologically sound, and socially just Vermont agricultural system by advancing local food access statewide. Learn about a range of topics, including local food access, language access, farmers markets and other direct market outlets, and land stewardship. Visit farmers markets across the state! Put your skills to use by strengthening our efforts to ensure that all Vermonters have access to local, organic food.*

This half-time position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

The [Northeast Organic Farming Association of Vermont](#) promotes organic practices to build an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. Founded in 1971, NOFA-VT is a member-based organization and runs programs in the following areas: farmer services, local food access and market development, advocacy, engagement & education, and Vermont Organic Farmers (a LLC that provides organic certification to VT farm and food businesses). This position will be a core member of the Local Food Access team, primarily helping to implement projects related to food security by increasing awareness and equitable access to locally grown food.

Essential Functions:

- Support NOFA-VT's Local Food Access Programs (Farm Share, Crop Cash, and Senior Farm Share) by assisting in the planning, implementation, applicant support, tracking, outreach, education, and evaluation for these programs
- Provide support for applicants and participants of Local Food Access Programs by answering applicant questions about participation, processing applications, and sharing additional food and economic assistance resources when needed
- Contribute to NOFA-VT's efforts to expand equitable access of Local Food Access Programs by assessing equity of programs, proposing improvements for upcoming seasons, and supporting a new participatory committee that will guide the equitable development of these programs
- Support initiatives to increase language access of Local Food Access Programs through relationship building and collaboration with direct service providers, partner organizations, program participants, and multilingual community members
- Perform program outreach through in-person events at farmers markets, other events organized by external partners, and the annual Vermont Farmers Market Association Conference
- Attend regular food security meetings with community partners to share and glean information relevant to NOFA-VT's Local Food Access Programs



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- Attend regular NOFA-VT staff and team meetings, including bi-monthly staff meetings, bi-monthly Local Food Access team meetings, and monthly JEDI (justice, equity, diversity, inclusion) committee meetings
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives
- Engage in professional and personal development activities and networking opportunities

Secondary Functions:

- Increase SNAP beneficiaries' access to local food by supporting SNAP/EBT incentive programs at participating farmers markets
- Support planning and implementation for a variety of NOFA-VT events, including NOFA-VT's annual Winter Conference, educational summer workshops, and summer on-farm socials
- Coordinate volunteers as needed to meet project needs
- Help identify and build new strategic partnerships with other organizations

Desired Qualifications:

- Exceptional attention to detail, highly organized
- Ability to learn new skills and protocols
- Professional and compassionate communication skills
- Multilingual individuals encouraged to apply!
- Enjoy interacting with the public, enthusiastic and positive, personable, friendly
- Ability to balance multiple projects and prioritize competing priorities
- Comfortable with spreadsheets, file sharing, and digital organization
- Experience or education in related fields, like food security, organic agriculture, sustainable food systems, community development, etc.
- Intrinsically driven with ability to serve independently as well as part of a team
- Desire to learn and be part of a dynamic team at a mission-driven non-profit organization

Minimum Qualifications:

- Access to a car is preferable for weekly travel to the Richmond office, monthly all-staff farm visits, and frequent statewide events; however it is not necessary (mileage for work-related events is reimbursed)
- Ability to serve flexible hours, including some evenings and weekends
- Be US citizen or have permanent resident status
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way
- Available to regularly serve 40 hours per week



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Additional Information:

Service Environment and Conditions: Identify the conditions under which the position must be accomplished. Include schedule, environment, culture, travel, weekend/night needs, etc. I.e. briefly describe what it's like to work/serve at your organization.

The NOFA-VT office is located in Richmond, VT. It has a relatively open layout, with a couple private rooms that staff can reserve as needed. Staff are currently working hybrid schedules with some office time and remote work. This position will entail travel throughout the state 1-4 times per month; NOFA-VT reimburses for mileage at the federal rate. The NOFA-VT organizational culture is personable, open, and mission driven. AmeriCorps members must reside in or relocate to Vermont for this position.

This half-time position begins January 13 2025 and ends July 11, 2025.

This position is **Half Time**: Requires 915 hours for an average of 40 hours per week for 26 weeks. Member will receive a living allowance of \$15,885 (pre-tax), and an education award of \$3,697.50 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, option for a free CSA share of food from a local farm, monthly all-staff visits to Vermont organic farms and processors, and numerous training and networking opportunities.

To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Site contact person, phone number, email: Johanna Doren, Local Food Access Program Coordinator, at johanna@nofavt.org or 802.434.7162.

Host Site Physical Address: 14 Pleasant St, Richmond, VT 05477

Application deadline: November 15, 2024 . Applications accepted on a rolling basis; open until filled.

Additional information on AmeriCorps is available at www.americorps.gov.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB 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.

Member Name: _____

Signature: _____

