



### **Northfield Food Access VISTA - job description**

**Organization** – The mission of the Community Action Center (CAC) is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. A community-based, non-profit, human services organization, the CAC provides and advocates for the basic needs of people and families throughout Rice County. Its services and programs create a robust safety net for low-income families. These services include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care, and more. CAC provides a drop-in resource center where immediate response and support is available. Its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of individuals each year. CAC owns and operates multiple housing projects, spanning from emergency shelter to permanent supportive housing. These housing programs include ongoing intensive case management services with tenants. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills. Additionally, CAC's retail clothing store provides the entire community access to affordable clothing.

CAC's resources and staff are part of the community and include partnerships with schools, businesses, faith communities, and other organizations. This extensive local network allows CAC to pursue community-engaged solutions, prioritize partnerships, and collaborate with thousands of volunteers. Currently, CAC is looking for an **AmeriCorps VISTA Member** to join our **Northfield Food Access** team and help support the community responsive work we're doing at the NCEC Food Access Location.

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**Job Title:** Northfield Food Access AmeriCorps VISTA, Northfield

**Reports to:** Food Access Program Manager, Northfield

**FLSA Status:** Full-time, exempt

**Hour Status:** 40 hours, including some nights and weekends

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**Job Summary:** This **AmeriCorps VISTA** position will work with the **Food Access Team** in a dynamic public-facing role to engage with the community and build capacity for the CAC's food access program. This position will expand CAC's food access work by leading the ongoing development of our new satellite food shelf at the Northfield Community Education Center (NCEC) in an underserved and largely Spanish-speaking part of our community. **Spanish language proficiency is preferred.**

Responsibilities:

**Community Engagement:**

- Grow awareness and effectiveness of the NCEC food access location
- Develop a training and onboarding process for volunteers to serve in the food shelf
- Develop a stable base of volunteer support for the food access program
- Expand relationships with local farmers in order to source and feature locally grown foods
- Enlist feedback and guidance from participants, including CAC's Community Advocacy Council
- Collaborate with community partners to enhance offerings of the NCEC food access location



**Food Program Support:**

- Collaborate with CAC's Food Access Team to develop a consistent and stable inventory and sourcing system at NCEC and maximize offerings of culturally relevant food
- Support general food shelf operations, donations, inventory, and maintenance at both Northfield locations
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training, follow all safety procedures and communicate appropriately

**General Responsibilities** - CAC strives to be a trauma-responsive organization. Along with recognizing the effects that trauma has on individuals, families, and our society as a whole, the CAC aims to reduce the impact of trauma on the lives that the organization touches. Being trauma responsive means believing that people can adapt, heal, and even grow from traumatic experiences. Post-traumatic growth happens when individuals feel safe, connected and in control—over the course of many interpersonal interactions in a variety of settings. Responding to the community in a trauma responsive way is critical to the success of this position and to the mission of the CAC.

- Demonstrate commitment to the agency's mission, *"to promote a healthy, caring and just community for all people through resources, advocacy and volunteer effort."*
- Provide person-centered, trauma-informed care practices to build and maintain relationships, exercise cultural humility, and build trust in order to preserve and uphold participant choice
- Utilize crisis intervention and conflict resolution skills to support individuals and families in need
- Follow all mandated reporting laws for vulnerable adults as well as child abuse and neglect
- Attend and actively participate in regularly scheduled organization and team meetings

**Required qualities:**

- Experience working alongside diverse populations
- Excellent interpersonal skills, including both verbal and written communication
- Highly organized and effective in a fast-paced environment
- Excellent ability to multi-task and troubleshoot issues
- Ability to work independently and as a member of a team
- Ability to work evening and weekend hours
- Passion for equity and social justice

**Preferred qualities:**

- Bilingual in English and Spanish

**Certificates, Licenses, and Registrations:**

- Must possess and maintain a valid Minnesota driver's license
- Must possess Personal Auto Insurance

**Work Environment and Physical Demands:**

- Blend of typical office environment and warehouse environment. Exposure to computers, copiers, scanners and printers, scales, and pallet jacks
- Employee is subject to minimal noise level
- While performing the duties of this job the employee is regularly required to walk, stand, climb stairs, bend, kneel, sit on the floor, use hands to write, use computers and lift up to 40 lbs.

**Equal Opportunity** – CAC is an equal opportunity organization. CAC believes that the most efficient and effective workplaces include employees from diverse backgrounds. We strive to create a work environment where all employees and individuals, regardless of race, creed, color, religion, sex, national origin, age, marital status, political affiliation, sexual orientation, gender identity, disability, public assistance status or veteran status, can



succeed and make an impact in the community.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Application and Hiring Process** – CAC will be interviewing on a rolling basis until the position is filled. To apply, please submit a cover letter, resume, and contact information for three professional references to [employment@communityactioncenter.org](mailto:employment@communityactioncenter.org). Inquiries and questions can be sent to this same e-mail address or by contacting CAC's Food Access Program Manager, Michael Pursell, at [pursell.michael@communityactioncenter.org](mailto:pursell.michael@communityactioncenter.org) or 507-350-2371.