



## Campus Compact of Oregon

### AmeriCorps VISTA Member Position Description

Position Title: Food Pantry Coordinator  
Host Site Name: Clatsop Community College  
Department: Student Support Services  
Location: Astoria, Oregon  
Website: <https://www.clatsopcc.edu>

#### Summary of Position and Project Goal:

The mission of the Bandit Food Pantry is to provide supplemental food to students and their families, as well as community members who may experience hunger or food insecurity. The Bandit Food Pantry Coordinator will lead initiatives that advocate for pantry users and educate the community about food insecurity. The Vista will collaborate with departments and organizations on campus and will build partnerships within the local community to grow donations, raise funds, and develop classes about nutrition, food preparation, and shopping on a limited budget. In addition, the Vista will oversee daily operations of the food pantry: ordering, food collection and distribution, management of volunteers, marketing and communication.

#### Essential Responsibilities/Activities:

##### Outreach

- Coordinate the collection of ongoing donations from community partners and regional food bank.
- Present information about the Bandit Food Pantry and food insecurity with student organizations, community organizations, CCC Board of Education, CCC Foundation Board.
- Promote and coordinate food drives hosted by student organizations, campus departments and other entities.
- Work with the Office of Student Support Services to develop appropriate resources or access to food pantry resources.
- Build partnerships that lead to the development of educational programs that support financial literacy related to food and nutrition.

##### Volunteer Coordination

- Serve as the Bandit Food Pantry point of contact for internal and external partners.
- Recruit and train volunteers to staff the pantry.
- Assume responsibility for vacant volunteer shifts.
- Address food pantry shopper and volunteer concerns in an appropriate manner.

##### Other Activities

- Respond to the needs and requirements of the Clatsop Community Action Regional Food Bank in order to maintain in good standing as a member agency.
- Maintain accurate records and submit regular reports to multiple stakeholders.

- Assist with development of Food Pantry marketing materials in conjunction with the VP of Student Success and Marketing and Communications.
- Maintain the Bandit Food Pantry email account and field questions and calls.

**Marginal Responsibilities:**

- Work with a diverse group of students, staff and community members.
- Work independently and as part of a team.
- Attend relevant committee meetings and events

**AmeriCorps VISTA Member Responsibilities:**

- Attend all Campus Compact of Oregon AmeriCorps VISTA required trainings and events
- Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork

**Required Qualifications:**

- 18 years and older
- Must have at least an Associates Degree or equivalent credits
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check
- Valid driver's license
- Willingness to drive a site-owned vehicle for service-related travel

**Preferred Qualifications:**

- Project management experience
- Event coordination experience
- Proficient in all Microsoft Office software

**AmeriCorps VISTA Member Benefits:**

- A living allowance of \$13,362 (for Oregon VISTAs serving outside of Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- An education award of \$6,195 or cash stipend of \$1,500 upon successful completion of service
- Relocation allowance of \$550 and mileage-based reimbursement if moving more than 50 miles to serve
- Health benefits
- Loan forbearance and interest accrual payment on qualified student loans
- Childcare (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Federal jobs non-competitive eligibility for one year after service