

VISTA Assignment Description (VAD) Template

Title: Agency Benefits Coordinator

Sponsoring Organization: University of Central Florida

Project Name: OSI Americorps VISTA Project

Project Number: 3425872

Project Period: February 24, 2017-February 23, 2018

Site Name (if applicable): Second Harvest Food Bank of Central Florida

Focus Area(s)

Primary: Economic Opportunity

Secondary: Healthy Futures

VISTA Assignment Objectives and Member Activities

Goal of the Project: Second Harvest Food Bank of Central Florida (SHFB) is the primary source of free and low-cost food for six Central Florida counties. Through a network of 550 partner agency feeding programs, SHFB distributed nearly 64 million pounds of grocery products---the equivalent of more than 53 million meals---to partner programs such as food pantries, soup kitchens, women's shelters, senior centers, day care centers and afterschool meal programs. Our mission is *to create hope and nourish lives through a powerful relief network, while multiplying the generosity of a caring community.* While the economy has improved in many ways, the rate of food insecurity in Central Florida has not. With nearly 4,000,000 requests for food in 2013, the partner agency network is critical to increasing the Food Bank's capacity to meet a greater share of the need.

The Agency Benefits Program (ABP) was created to build the capacity of the network of feeding programs in order to increase their ability to safely store and distribute increased volumes of fresh, perishable and nutritious food to our hungry neighbors, while also increasing their organizational knowledge-base to ensure sustainability. Through ABP, we will work closely with the agency network to expand their services, with an emphasis on increasing the amount of nutritious food distributed.

The VISTA's primary goals will be to incrementally expand the ABP capacity building processes to more SHFB partner agency feeding programs, providing measurable additional pounds of nutritious food into the community, while enhancing agency opportunities for enrichment through organizational trainings, increased access to information and referral resources and an enhanced understanding of the value of good nutrition.

Objective of the Assignment (Ongoing)

Support the increase in agency capacity of the Second Harvest Food Bank of Central Florida feeding partner network to receive and distribute increased volumes of fresh, healthy food in a sustainable way.

Member Activities:

Step 1: Pursue and vet grant opportunities for the Food Bank that relate to the Agency Benefits Program in cooperation with the SHFB Grants Manager.

Step 2: Communicate to and educate partner agencies on capacity building readiness as it relates to grant opportunities.

Step 3: Initiate and implement all phases of RFP process that will enable partner agencies to secure upgraded equipment to safely receive, hold and distribute increased volume of highly nutritious foods. Design, publish and provide technical assistance for RFP process, coordinate the grant review panel and communicate awards to agencies.

Step 4: Conduct site visits to winning partner agencies to prepare for equipment installation and educate on revised and upgraded ordering methods to maximize access to the highest volumes of the healthiest foods possible.

Step 5: Support partner agencies in post award follow-up, including data collection and reporting.

Step 6: Cultivate content from partner agencies about capacity building successes for publication on out Partner Website, agency newsletter, social media, etc.

Objective of the Assignment (Ongoing)

Support annual agency partner conference in partnership with internal planning committee. The conference will educate and inform agencies, offer networking opportunities and provide a platform for addressing challenges and best practices for solutions.

Member Activities:

Step 1: Share a leadership role in coordinating planning for 2018 conference to include session content, logistics, venue specifics and other tasks as needed.

Step 2: Work with development department for design of conference materials in preparation for 2018 conference.

Step 3: Assist in executing 2017 event.

Step 4: Conduct post-conference evaluation and analysis.

Step 5: Cultivate content from partner agencies about capacity building successes for publication on out Partner Website, agency newsletter, social media, etc.

Objective of the Assignment (Ongoing)

Conduct enhanced education for partner agencies on topics that can enrich the quality of agency services to their vulnerable clients, with an emphasis on the preparation and consumption of nutritious food.

Member Activities:

Step 1: Work with SHFB Nutrition team to disseminate healthy eating/cooking information to agencies for their clients' use.

Step 2: Participate in community efforts to improve health of low-income, food insecure people.

Step 3: Distribute resource information that can help assist low-income populations with basic needs, such as SNAP assistance access calendars, Earned Income Tax Credit and healthcare

enrollment information, and others as available.

Step 4: Cultivate content from partner agencies about capacity building successes for publication on our Partner Website, agency newsletter, social media, etc.