



## Position Description

United Communities AmeriCorps (UCA) members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

### SERVICE TERM

August 29, 2024 – July 31, 2025 (Full-time; 11 months – 1700 hours)

### MEMBER LIVING ALLOWANCE

\$20,400 living allowance paid over the 11-month service term

### EDUCATION AWARD

\$7,395 Segal Education Award upon successful completion of the term of service

### POSITION TITLE

Outreach Lead

### PROJECT HOST SITE

UC-VEG | [ucveg.org](http://ucveg.org)

### PROJECT LOCATION

Roseburg, OR

### POSITION SUMMARY

The Outreach Lead will join a passionate and dedicated team in offering nutrition and lifestyle education to the public to continue building a culture of health. The Outreach Lead will build off of the success of community volunteers and previous AmeriCorps members in helping to coordinate and implement programs, including but not limited to: cooking demonstrations, potlucks, weekly lifestyle and nutrition classes, documentary screenings, a produce prescription program, and nutrition-related tabling, to inspire an appreciation for healthy food and access to practical skills (such as shopping, cooking, and growing your own food) for Douglas County, OR residents. The Outreach Lead will collaborate with many community partners, building awareness, and supporting volunteers to implement programs throughout the county, capture the stories of those who have experienced well-being transformations, and learn about the layered elements of running a non-profit organization.

### ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Attend public-facing UC-VEG functions and provide a supportive presence.
- Work with UC-VEG staff to help plan and implement bilingual community lifestyle and nutrition education programs using our proven model and best-practices, and team guidance, community potlucks, movie nights, cooking demos, and the Lifestyle & Nutrition Course.
- Lead tabling efforts at events and for organizations around the county.

- Work to increase participation and engagement in above programs from diverse populations.
- Work with an attitude of service to help interested people learn more about the benefits of a healthy lifestyle and a plant-based diet.
- Be responsible in keeping the integrity of UC-VEG's message as a priority in communicating with the public.
- Work with UC-VEG staff to help develop and sustain volunteer management including recruitment, training, and coordination of volunteers to assist in the implementation of programs throughout the community.
- Lead efforts to recognize and celebrate volunteer contributions.
- Prepare and utilize culturally relevant and inclusive educational and promotional materials such as visual aids, brochures, posters, newsletters, displays, news releases, advertisements.
- Serve as public-facing first contact for UC-VEG communications.
- Receive and connect with referrals from community referral platforms.
- Help administer program tracking and evaluation.
- Capture positive individual and community transformational stories through written and video documentation.
- Greet and connect with community members and partners that come to the UC-VEG Office.
- Share programs and build engagement across social media outlets.
- Implement and/or develop systems to inform Volunteer Management Goals.
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA training and service requirements including orientation, trainings, team meetings, and National Days of Service (Make a Difference Day, MLK Jr. Day, and a June Service Event).
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

**MARGINAL RESPONSIBILITIES** (to include, but not limited to)

- Maintain organized program materials and inventory.
- Support team with tracking program testimonials and outcomes.
- Maintain an inviting office space.
- Attend monthly Thrive Umpqua Food Policy Committee and CURN Meetings
- Work with community partners to secure donations for specific projects as needed.

**POSITION REQUIREMENTS**

- Knowledge of and experience in plant-based nutrition and lifestyle.
- Ability to make well-being a fun and rewarding experience for new and experienced participants.
- A valid driver's license, car, and clean driving record and ability to provide documentation.
- Perform in a professional manner while working with partnering organizations.
- Ability to work independently and as part of a team, show initiative, and communicate warmly, inclusively, and effectively.
- Desire to work in a fast-paced, flexible, and positive environment.
- Knowledge and skills related to health education, health promotion, health disparities, and chronic disease self-management.
- Basic computer skills using Microsoft Office and Google Suite programs.
- The ability to work with a variety of characters from various backgrounds.
- The ability to authentically represent a positive and healthy lifestyle.
- 17 years of age or older, at beginning of service term.
- U.S. citizen, U.S. national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps\*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime.

- Applicants must disclose if they have ever been removed for cause from any national service program.

### **PREFERRED QUALIFICATIONS**

- A positive, collaborative, self-motivated, creative and enthusiastic individual who enjoys living and sharing about an active and healthy lifestyle.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal communication skills.
- Bachelor's Degree in health education, health promotion, communication, sociology, psychology, public health, or related field or Associates Degree with two years experience.
- Experience tailoring education techniques for a wide range of ages and diverse backgrounds.
- Excellent presentation skills in a variety of settings and to diverse audiences.
- Spanish proficiency.
- Experience with a vegan diet.
- Experience with and/or training around diversity, equity, and inclusion.
- Experience with Instagram and Facebook.
- Photography, videography, and video and photo editing skills.

### **SERVICE CONDITIONS**

- The office hours will be spent in a comfortable setting in center of town where the UC-VEG office is located.
- The majority of in-person program activities are located at community organizations and businesses a short travel distance from the downtown office location.
- The UC-VEG office sits below the Thrive Umpqua office and is most often quiet, focused, and productive with occasional visitors.
- Weather ranges from very hot and dry in the summer to very wet and cold in the winter.

### **PHYSICAL & INTELLECTUAL DEMANDS**

- Occasionally preparing food.
- Able to stand on feet for periods of time and lift up to 30 lbs for event setup and tabling.
- Creativity, flexibility, patience, and a positive attitude required.
- Comfortable staying in contact and good communication with supervisor.
- Able to track multiple tasks, and goals, and self-motivated to achieve those.
- A desire to learn and grow professionally and personally.
- Ability to lift 50 pounds.
- Must be able to self-manage and work in a fast-paced environment.
- Must feel comfortable initiating contact and leading collaboratively and assertively.
- Must be able to track tasks, and goals, and self-motivated to achieve those.
- Must be able to track multiple events on a digital calendar.
- Must be able to juggle multiple projects, partner demands, and deadlines simultaneously.
- Must be comfortable shopping for and preparing food.
- Able to stand on feet for periods of time.
- Comfortable staying in regular contact with other members of a team.

### **EQUIPMENT USED**

- Personal phone required.
- Basic computer technology, Instagram and Facebook, Microsoft suite, and Google suite used regularly.
- Projector, lapel mic, projector screen, AV equipment.
- Basic computer technology, Microsoft suite, and Google suite used regularly.
- Design, photo editing, and video editing programs.
- Cooking hot plate, induction stove, utensils, etc. for cooking demonstrations.

## TRANSPORTATION INFORMATION

- Project site is accessible by public transportation.
- Personal vehicle necessary to get to some community sites and to transport program materials/equipment.
- Parking is available at service sites.

## MEMBER BENEFITS INCLUDE

- \$20,400 living allowance paid over the 11-month service term (approx. \$850 bi/weekly, before taxes).
- \$7,395 education award upon successful completion of the term of service which can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used. Members that are 55 and older may transfer the award to one child or grandchild.
- May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- SNAP benefits for those who qualify.
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Occasional free food at events!

## EQUITY & INCLUSION

UCA values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

## HOW TO APPLY

**Application Deadline:** July 31, 2024

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

### **Apply to United Communities AmeriCorps:**

Option 1:

- Visit <https://my.americorps.gov/> and select “apply to serve”
- Create a login and password
- Build your AmeriCorps profile and application to serve
- Click on “Advanced Opportunity Search” and search by Program Name: “UCA” and State: “OR”

Option 2:

- email the following documents to [ucamericorps@ucanap.org](mailto:ucamericorps@ucanap.org)
  - Resume
  - Cover Letter (1 page)
  - Contact information for two References (name, title, relationship, email, & phone)

## QUESTIONS ABOUT THIS POSITION? CONTACT:

Juliete Palenshus (she/her/ella)

Executive Director | UC-VEG

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## QUESTIONS ABOUT AMERICORPS? CONTACT:

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