

GO WHERE YOU ARE NEEDED!



THE MICHIGAN COMMUNITY SERVICE
COMMISSION IS RECRUITING
AMERICORPS VISTA MEMBERS!

**VISTA (Volunteers in Service to
America)**

JOIN
OUR
TEAM!



BENEFITS OF SERVING WITH MCSC:

- BI-WEEKLY LIVING ALLOWANCE OF \$675.
- PROFESSIONAL DEVELOPMENT TRAINING
- EDUCATION AWARD OF \$6,895
- HEALTHCARE AND CHILD CARE
- NON-COMPETITIVE ELIGIBILITY
- COLLEGE LOAN FORBEARANCE

REQUIREMENTS:

- MUST BE 18 YEARS OR OLDER
- US CITIZENSHIP (OR LEGAL RESIDENCY STATUS)
- LAWFUL PERMANENT RESIDENT
- A ONE YEAR FULL-TIME COMMITMENT



AmeriCorps

Founded in 2013, Partridge Creek Farm(PCF) is a small non-profit that envisions a community that grows its own food and everyone has access to affordable, nutritious, and culturally relevant fresh food choices. Partridge Creek Farm impacts our community through reducing food insecurity, supporting food-based economic development, and providing education to the next generation on sustainable food systems through hands-on farming. **We stand on the following values and are seeking a compassionate AmeriCorps Vista who wants to stand with us:**

- We believe that our health and well-being is dependent on intentional environmental stewardship that includes planning for a variety of land uses.
- We believe in collaborating with like-minded organizations and local communities to create sustainable living.
- We believe that at the heart of economically prosperous communities are healthy and empowered citizens.
- We believe that everyone in Ishpeming can be food secure through equitable and easy access to fresh, locally grown food.

Vista Member Role Summary

This individual will report to the Director of Operations and Business Development. The Communications Vista Member will be responsible for overseeing all aspects of the organization's Social Media and online communication for one year (January 17th, 2023-January 16th 2024). The Vista Member should feel comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced, deadline driven environment. The successful candidate must be able to communicate effectively with a diverse range of stakeholders.

Duties and responsibilities

- Collaborate with PCF Staff to add to content archive (photo, video, testimonials, and other stories).
- Utilizing online tools such as social media, website, and newsletters, lead efforts to share stories and connect with stakeholders to increase engagement in PCF programs, impact, and resource attainment.
- Create systems to collect stakeholder information and store in management tools to ensure long-term stakeholder engagement.
- Work with the Director of Operations and Business Development to plan and implement "end of year" giving campaigns (including harvest fest, Giving Tuesday, and holiday campaign).
- Support with community or fundraising events as needed.
- Participate in weekly staff meetings and supervisor check-ins as well as monthly reviews.
- Create "Outreach toolkit" and present to leaders of organization at the end of the year to ensure success of future persons supporting in this role.

Required Skills/Abilities:

- 18 or older with a positive attitude and a desire to make a difference in the world
- US Citizenship and Lawful permanent resident
- Experience with content creation, passion for communicating on social media and other online platforms.
- Excellent written and verbal communication skills.
- Strong attention to detail and proofreading skills.
- Strong organizational skills; has experience working with spreadsheets such as google sheets and excel.
- Proficient in Microsoft Office Suite and Google Suites.
- Excellent analytical, decision-making, and problem-solving skills.
- Working knowledge, understanding, and comfortable working (and learning) with online communication tools, for example: Canva, Trello, Mailchimp, Memory Fox, etc.
- Preferred: basic understanding of food security efforts, sustainable/ regenerative agriculture, conversation/ environmental stewardship, and/or economic development in rural communities

Benefits:

- Opportunity to deeply and authentically impact our community
- \$675 bi-weekly living allowance (taxable)
- Paid Professional Development and Training
- Healthcare and Childcare
- Education award of \$6,895
- Non-competitive Eligibility for governmental jobs when complete with commitment year
- College Loan Forbearance
- Lots of fresh vegetables in the summer
- Travel stipend
- Usage of company technology and issued IPAD

Additional Information:

- 12-month commitment (January 17th, 2023-January 16th, 2024)
- 37.5 hours/ week
- Remote work options and flexible schedule
- Must be available to attend programs and staff meetings in Ishpeming, MI
- Sick, vacation, and covid days available
- National holidays off

Working Conditions:

Working environment is a robust and lively office environment, generally working independently or as part of a team.

Application process is a collaboration between Partridge Creek Farm and The Michigan Community Service Commission. Please email PCF Director May Tsupros (may@partridgecreekfarm.org) or MCSC Staff member Tyesha Turner (TurnerT8@michigan.gov) with Tyesha Turner with any questions.

Hiring Timeline (for January 17th, 2023 start date)

November 1-30th: send resume, 1 page (max) cover letter, and a minimum of two references to May Tsupros (may@partridgecreekfarm.org)

December 2-6th: notification of interview, schedule interview

December 7-14th: interviews

December 15-23rd: offer and next steps or complete official "AmeriCorps Vista" application and paperwork