

Gleaners Food Bank of Indiana Partner Capacity Grant Administrator VISTA 2022-2023

Help us fund \$1.5 million in capacity building grants to food pantries that feed neighbors facing hunger. Assist with research, use of funds, data tracking and document collection

- Term of service: June 6, 2022 – June 5, 2023
- To apply: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=109459>
- For more information: Caleb Kulinski, VISTA Coordinator, Indy Hunger Network, caleb@indyhunger.org

Service Description:

The mission of Gleaners Food Bank of Indiana is to lead the fight against hunger. Gleaners is based in Indianapolis and serves 21 central and southeastern counties through food pantries, shelters and mobile distributions. The Pantry Capacity Grant Administrator VISTA will coordinate the Pantry Capacity Grant program, assisting in all aspects of the program. This will provide an exciting opportunity to meet pantry managers and obtain stories from grant recipients on how the grant will impact their capacity to serve their neighbors. You will also learn about food banking operations from A to Z! You will be able to build your skills in program management, development, communications, and storytelling. We are looking for someone who is comfortable with public speaking, has an understanding of the Microsoft Office Suite, and has a heart to feed the hungry.

The position also offers:

- Camaraderie with several other VISTAs serving under the Indy Hunger Network umbrella
- Team engagement activities, including bi-weekly meetings to discuss projects, socialize, and hear from guest presenters
- Mentoring, one-on-one coaching, and professional development trainings
- Assistance preparing for life after VISTA (resume review, interview prep, etc.)
- Opportunities to work with leaders in the hunger relief space
- Opportunities to work independently and lead on projects

The position is housed at Gleaners Food Bank on the southwest side of Indianapolis and will involve some travel. At Gleaners Food Bank, Indy Hunger Network is also housed there. There will be 4 other VISTA members working in the same building. Indianapolis is easy to navigate, has a growing indie restaurant/craft beer/coffee scene, and lots of places to play and recreate!

Member Duties:

The Partner Capacity Grant Administrator VISTA will:

- Track grant applications and their progress by maintaining accurate data
- Oversee all documents and communications tracking for each grant
- Communicate with Local Service Managers to review grant applications and report status
- Collect stories and photographs from grant recipients and neighbors who utilize local pantries to track success of capacity building projects

During your VISTA term, you will be one of several VISTA members serving under the umbrella of the Indy Hunger Network (IHN). IHN regards its VISTA members as a cohort moving through a transformational year-long experience. To help you maximize this experience, we employ a VISTA Coordinator to provide mentoring and professional development to the VISTA.