



### **AmeriCorps PantryTrak Support Specialist- 32 hours per week**

The PantryTrak Support Specialist will help ensure the effective use of PantryTrak, an electronic registration database, at the Food Bank of the Southern Tier's Mobile Food Pantries (MFPs) and agency food pantries. The work of the AmeriCorps member will improve the client experience at these sites and enhance their access to healthy foods.

**Term of Service** Half-Time (900 hours minimum)

Position Start Date: 4/1/2019      Position End Date: 11/30/2019

### **Responsibilities include:**

- Provide on and off-site PantryTrak assistance to MFP workers, including how to register new households, how to receive existing households and how to use a scanner and key tags
- Help coordinate trainings and rollouts for food pantry volunteers
- Work with sites to maximize PantryTrak data collection and share best practices with network
- Help connect clients with healthy food workshops held on site, ex. Just Say Yes Classes, Cornell Cooperative Extension, etc.
- Share best practices with network on how to promote healthy food class participation
- Solicit client feedback on PantryTrak and related services at sites
- Collaborate with Food Bank team to identify action steps

### **AmeriCorps Qualifications**

- High School graduate, GED recipient or working towards attaining a high school Diploma or GED
- At least 18 years of age upon entering service
- A US citizen or permanent resident

### **Other Requirements**

- Interest in social justice and hunger relief
- Ability to work independently
- Strong oral and written communication skills including computer literacy
- Ability to interact effectively with staff and the general public and diverse populations
- Superior work ethic and careful attention to detail
- Driver's License (NYS preferred)

**To apply or learn more** about AmeriCorps and the position, please visit <http://ruralhealthservicecorps.org/> or contact Matthew Griffin @[mattthew.griffin@foodbankst.org](mailto:mattthew.griffin@foodbankst.org)

