

AMERICORPS MEMBER POSITION DESCRIPTION



FOOD ACCESS NETWORK COORDINATOR

Member Name: TBD
Program Name: Iowa Community Corps
Host Site: Table to Table
Service Location: Iowa City, IA

Start Date: 9/25/2026
End Date: 6/17/2027
Member Term: Half Time
Living Allowance amt: \$12,000
Education Award amt: \$3,967.50

Position Summary

The Iowa Community Corps AmeriCorps program is a statewide effort to strengthen communities through increased access to resources to support health and wellbeing. AmeriCorps members serve directly with local organizations to expand their ability to reach and support the people they serve, while gaining professional training to launch or grow a career in community health.

Join Table to Table, Iowa's original food rescue organization, as a Food Access Network Coordinator AmeriCorps Member. You'll help strengthen how our community works together to ensure everyone has access to good food. You'll play a key role in supporting the Johnson County Food Access Network, a coalition of food access partners working collaboratively to build a more efficient and equitable local food system. The ideal candidate is relationship-driven, organized, and adaptable—someone who enjoys a mix of coordination, hands-on food recovery work, and community engagement. This position plays a key role in connecting food, people, and systems.

Schedule: Member will serve approximately 25 hours per week, between 8am-4:30pm, Monday thru Saturday.

AmeriCorps Member Activities

Training and Onboarding

- Gain a thorough understanding of Table to Table's mission, policies, programs, and operations.
- Complete required training in food safety, food distribution, database and project management, and volunteer coordination.
- Shadow and serve alongside staff and volunteers to better understand how different roles support operations.

Food Access Network Facilitation: The member will help build a cohesive coalition of food access and hunger-relief partners to strengthen county-wide coordination

- Coordinate, schedule, and prepare materials for convenings of the food access network and their various subcommittees.
- Maintain active lines of communication with partner agencies between monthly meetings to share network-related updates
- Support the implementation of Network priorities, including collective purchasing, shared data collection, collaborative community education, and other jointly selected projects.
- Help develop practical procedures, agreements, templates, and tools that allow Network initiatives to operate consistently.
- Gather partner feedback and identify barriers that may prevent smaller or lower-capacity organizations from participating fully.
- Facilitate shared-learning opportunities focused on emerging needs, effective practices, resource navigation, and low-barrier food access.

Shared Learning & Network Development: The member will foster shared learning between partner organizations of the Johnson County Food Access Network and the broader community.

- Act as a primary liaison for JCFAN community network members, facilitating the exchange of best practices, shared challenges, and opportunities for collective resource management.
- Facilitate "shared learning" sessions where community network members can provide feedback on shared work to support identification of greatest needs and evolution of the network
- Design and deliver training modules for partners and volunteers focused on resource navigation and low barrier service models

Food Recovery Route Capacity Building & Local Food Recovery

- Support implementation and refinement of Table to Table's newly restructured food rescue routes.
- Recruit and schedule volunteers as needed and launch local food distribution routes.
- Gather structured feedback from volunteers, food donors, recipient partners, and staff about route timing, communication, food allocations, and operational challenges.
- Assist with expanded, seasonal, or newly developed routes and participate in food recovery activities
- Help test and document changes to schedules, route materials, volunteer instructions, pickup procedures, and partner deliveries.
- Record volunteer feedback and pass on pertinent information that impacts planning and management of the food rescue program

Desired Skills/Qualifications:

- Ability to lift 40lbs occasionally
- Strong communication and interpersonal skills
- Interest in food access, equity, and collaboration
- Comfort with manual labor
- Valid driver's license and good driving record
- Willingness to engage with volunteers
- Willingness to engage with partners and community