

A. MEMBER POSITION DESCRIPTION



5-2-1-0 PROGRAM OUTREACH COORDINATOR

Member Name:

Program Name: Iowa Community Corps

Service Location: Healthiest State Initiative

Start & End Dates:

Member Term: Minimum Time

Living Allowance:

Connection to Purpose and Goals of AmeriCorps Program: The Iowa Community Corps AmeriCorps program helps build strong communities by responding to public health needs through food security and resource navigation efforts. Iowa Community Corps members support community-based organizations by improving the capacity, quality, and cultural competency of the services they provide. Iowa Community Corps members also build human infrastructure for organizations through volunteer and community engagement. Lastly, Iowa Community Corps members receive training and professional development to help build a strong workforce of Community Health Workers in Iowa.

To help address nutrition insecurity and the growing rate of diet-related chronic conditions, the Iowa Healthiest State Initiative has launched multiple campaigns including 5-2-1-0 Healthy Choices Count!, Double Up Food Bucks (DUFB), and Produce Prescription. The AmeriCorps position will support the creation of outreach materials that incorporate the 5-2-1-0 message to be used across the three campaigns to ensure common and consistent messaging.

Description of anticipated service schedule: Description of anticipated service schedule: Member will serve an anticipated 33 hours per week over 10 weeks. Member will serve between 9am to 5pm Monday thru Friday. Member may serve other days and time as needed and agreed upon.

Member may not serve hours on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. This includes checking emails, self-directed training, or teleservice. Specific service may be allowed if the program or host site has a planned event and prior approval is received from Volunteer Iowa.

Sick or personal days are allowed, but member loses possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

Iowa Community Corps - Related Service Activities:

- Attend program orientation and monthly training/check-ins with AmeriCorps Program Planner
- Complete the Community Health Worker Professional Training Program
- Submit monthly progress report to ensure Community Health Worker Professional Skills program completion
- Submit mid and final term evaluation reports
- Submit timesheets within three days of the end of the pay period
- By the end of your term, create a sustainability plan that summarizes your capacity building activities and lays out a plan to sustain them after your exit from the program.

Position/Site Specific Member Service Activities:

- Create content for social media platforms
 - Identify a minimum of 2 key program partners for content creation
 - Create a minimum of 25 social media content materials to be used across multiple platforms
 - Develop a plan for sharing new content
 - Collaborate with HSI staff to establish goals to determine impact and outcomes of sharing new content
- Design 5-2-1-0 Health Choices Count! materials to be shared across HSI programs
 - Review and catalog existing 5-2-1-0 materials
 - Evaluate and update existing materials for accuracy and current nutrition recommendations
 - Create a minimum of 6 new 5-2-1-0 educational materials
 - Distribute updated and new materials to 5-2-1-0 registered sites, as well as Double Up Food Bucks and Produce Rx participants

- Train key partners on outreach strategies
 - Research and identify a minimum of 5 best outreach practices for organizations with limited to no outreach support
 - Develop a training presentation to communicate best practices identified in your research
 - Present training presentation to a minimum of 2 key partners
 - Solicit feedback from key partners and use information to evaluate training presentation
- Volunteers recruited and/or managed by AmeriCorps members will not participate in prohibited activities as outlined in the approved grant.
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.

Desired Skills/Qualifications:

- Ability to travel to sites within the state of Iowa
- Proficient knowledge of Microsoft Word, Excel, and Powerpoint
- Proficient knowledge of social media platforms
- Proficient knowledge of design tools including Canva and In Design
- Proficient knowledge of videography, photography, and social media language
- Ability to lift 25lbs
- Occasional sitting, walking, and standing may be required to perform duties

Eligibility Criteria:

- Be 18 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check prior to first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident
- Certify that they have or will obtain the diploma/GED

Benefits:

- Education Award received upon successful completion of their term of service.
- Living Allowance
- Optional for Minimum Time members: Community Health Worker Certification upon successful completion of Community Health Worker Professional Skills Training Program
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:

- One Member Performance Evaluation requirement during the term
- Regular submission of member timesheets
- Submission of Sustainability Plan
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AMERICORPS PROGRAM CONTACT INFORMATION & SIGNATURES

Program Contact Name: _____

Mailing Address: _____

Email & Phone Number: _____

Member Signature

Program Representative Signature

Date

Date

Member Initials: _____ Date: _____