



Move for America Fellowship

Position Description: Foundation for Essential Needs Food Shelf Community Engagement

Project Period: June 2023 - June 2024

Site Name: Foundation for Essential Needs (FFEN)

Location: Hybrid - Virtual and Onsite at the FFEN Office (701 N. 3rd St., Ste 203, Minneapolis, MN 55401) and in the field

Goal of the Project

FFEN's mission is to reshape the food shelf system to provide equitable, healthy and predictable food options throughout Minnesota. Foundation for Essential Needs (FFEN) is seeking a Fellow to play a critical role in informing food shelf improvements and impacting future programming based on the recently released 2022 Minnesota Food Shelf Survey results.

The Fellow will collaborate with FFEN staff, volunteers and other hunger relief sector partners to identify and pilot improvements at the food shelf, regional and statewide level that respond to areas of opportunity highlighted from the most recent of three Statewide Food Shelf Surveys.

Project Objectives

- Center hunger relief work on the voices of people experiencing food insecurity
- Standardize feedback loops to inform and improve food shelf services
- Use differing perspectives to pilot improvements that will positively impact food shelf shoppers across the state of Minnesota
- Advise on programming and sector improvements to build capacity of the hunger relief system infrastructure.

Responsibilities

Develop Tools and Framework to support Survey Results Dissemination:

- Collaborate with Survey Advisory Council, FFEN Staff, and University of MN Extension to determine and create tools for additional ways to support survey results dissemination towards action.

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- Develop and further refine additional community engagement strategies and feedback loops to allow for deeper understanding of areas raised in the Statewide Survey
- Develop “bite-sized” informational materials to share specific survey results across the sector and keep leaders tuned into opportunities for improvement based on results
- Collect and disseminate information on how food shelves and the sector are using the survey results to inform program improvements

Survey Results Consultation Development

- Develop tools, guides and trainings to build a team of staff and volunteers that can be an ongoing resource to food shelf leaders interested in engaging more deeply with Food Shelf Survey Results
- Develop framework and facilitation guides for focus groups with shoppers and other stakeholders around survey results that emphasizes continuous improvement
- Lead training for FFEN and Extension staff on providing consultation
- Document process for accessing individual food shelf results and consultation
- Pilot post-roll out consultations in conjunction with FFEN Program team and Extension staff

Food Shelf Evaluation Development - Food Shelf Shopper Experience Assessment

- Further pilot and refine the Food Shelf Shopper Experience Assessment, in collaboration with the FFEN Program Team.
- Develop tools and framework to implement client/shopper focus groups for food shelves to gather more nuanced and specific input on food shelf operations and recommended changes
- Train FFEN staff and volunteers to serve as focus group facilitators for food shelves across the state of Minnesota

Recommendations for Programming and Resources

- Review full set of survey results from both client and manager survey
- Make recommendations on resources, trainings and programming adjustments or additions for FFEN’s work with individual food shelves and sector wide opportunities
- Develop resources and tools that can be shared across the Minnesota food shelf sector based on needs highlighted in the Food Shelf Manager Survey results, allowing for deeper engagement by community members

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Eligibility

- Must be 18 years old by start date.
- Must be a U.S. citizen, legal permanent resident, refugee, asylee, or DACA recipient.
- Must be able to commit to a year-long program from June 2023 - June 2024, with a full-time work week (35 hours per week daytime hours, Monday-Friday).
- We welcome applicants from any location, but you must be willing to live and work in Minnesota during the 2023-24 term of service.

Qualifications

Fellows are not required to have had previous job experience. This is an entry level position designed to catalyze your career and leadership development. We do, though, seek the following traits in all Fellows:

- **Curiosity** - genuine interest to learn with and from others
- **Growth** - commitment to continuous learning about self and others
- **Teamwork** - capable of using collaboration and teamwork to achieve goals
- **Community** - desire to work in and with a community and in team environments
- **Accountability** - take responsibility for actions and their impact on others
- **Leadership** - take initiative and demonstrate leadership experience

Additional Qualifications (Preferred):

- Access to personal vehicle and ability to travel in the Twin Cities Metro Area
- Experience and/or interest in the hunger relief field

Living Stipend and Benefits

- \$22,882 annual living stipend
- \$6,000 housing support
- Up to \$1,000 in relocation assistance
- Health insurance
- Earn a \$6,895 education award for future education or to repay school loans
- 80+ hours Inclusive Leadership & Community Engagement training
- Professional and peer mentorship
- [Find all AmeriCorps VISTA benefits here](#)

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About the Fellowship

The Move for America Fellowship, in partnership with AmeriCorps VISTA, is a paid, 12-month immersive service learning experience grounded in community engagement. Move for America Fellows build the capacity of community-based organizations by convening diverse community voices in decisions that affect their lives.

All Fellows participate in our Inclusive Leadership training program, which includes over 80 hours of learning together with your cohort of Fellows, focused on intercultural communication, navigating conflict, engaging communities, and professional growth.

Commitment to Inclusion & Equal Opportunity Employer

Move for America's mission is to bridge divides and strengthen civic dialogue. We work to create an inclusive and thriving society where all voices matter and where no person is marginalized for their identity. Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply. [Read our full Commitment to Inclusion and Equal Opportunity Employer Statement here.](#)

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