



## **Agency Partner Database Trainer VISTA Position Description**

**Sponsoring Organization: Association of Arizona Food Banks**  
**Project Name: Agency partner Database Trainer VISTA**  
**Site Name: St. Mary's Food Bank Alliance (Phoenix, AZ)**  
**Primary Focus Area: Food Security – Healthy Futures**

### **Project goals and position description**

We are an amazing organization with an awe-inspiring mission and awesome people. St. Mary's Food Bank is the oldest and one of the biggest food banks in the country. Our mission is to feed people. We feed millions of Arizonans with the help of our statewide agency partner network. We employ awesome people who are motivated by enhancing people's lives and making our community a better place to live. We are looking for a Trainer in our Agency Service team. The Agency Partner Database Trainer VISTA will assist in the system implementation and training of approximately 200 hunger relief agency partners across the St. Mary's agency network on the Link2Feed client data tracking system to better evaluate current service levels and additional food resource needs to alleviate hunger and reduce the effects of poverty. The VISTA will assist in developing necessary training materials, conducting training, monitoring agencies for data quality and expanding capacity by accessing data for further food resource needs. If you would love to work with a team of awesome people at a place with an awe-inspiring mission...this is the perfect placement for you.

### **Responsibilities**

- ▶ Assist in developing and refining a training implementation plan and schedule
- ▶ Assist in developing initial and on-going training materials aligned with stated objective resulting in high end user productivity and satisfaction
- ▶ Create standard operating procedures (SOPs) for all Link2Feed activities including training, reporting and data analysis
- ▶ Assess technology capabilities of partner agencies and garner resources needed for successful implementation as required
- ▶ Conduct training at St. Mary's offices (Phoenix and Flagstaff) and agency partner locations.
- ▶ Monitor and review agency data quality
- ▶ Assist in developing key performance indicators (KPIs) for system use at the agency partner level
- ▶ Assist in developing data analysis tools for use at the agency partner and food bank level to evaluate current service levels and additional food resource needs

### **Expected skills and qualifications of AmeriCorps\*VISTA members**

- ▶ College degree and previous community service
  - ▶ Excellent written, verbal and public speaking skills
  - ▶ Excellent presentation skills
  - ▶ Demonstrated customer service skills
-

- ▶ Strong organization skills
- ▶ Willingness to take initiative
- ▶ Basic knowledge of Microsoft Office products: Outlook, Word, Excel, PowerPoint
- ▶ Able to travel as needed including to remote areas of the state; a company fleet vehicle is provided, and all travel expenses will be covered by St. Mary's.
- ▶ Bi-lingual preferred

### **Benefits for VISTA members**

- ▶ Choice of Education Award or End of Service Stipend upon successful completion of service
- ▶ Living stipend
- ▶ 10 Personal Days and 10 sick days
- ▶ Health coverage\*
- ▶ Relocation allowance
- ▶ Student loan forbearance and deferment if eligible
- ▶ Childcare assistance if eligible
- ▶ Professional Development Training with partner organizations
- ▶ One year of non-competitive eligibility for federal government positions upon completion of service
- ▶ Food assistance
- ▶ Trainings and professional development opportunities

### **Requirements to serve as a VISTA member**

- ▶ Must be 18 years of age
- ▶ US citizen, national, or legal resident
- ▶ Successfully complete a criminal background check
- ▶ Valid Driver's License

### **How to Apply**

- ▶ Apply through the MyAmeriCorps Portal:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=90794&fromSearch=true>
- ▶ Contact email: [alexander@azfoodbanks.org](mailto:alexander@azfoodbanks.org)