

Program Development Coordinator FOCUS Churches of Albany

About FOCUS Churches of Albany

For over 55 years, [FOCUS](#) has been operating food programs, educating about the realities of economic inequalities, and advocating for/with those experiencing injustice. FOCUS is a stand alone organization, separate from our member churches. We offer both direct service and advocacy within an interfaith and ecumenical approach. Through FOCUS, we assist people through a food pantry, a soup kitchen and a FOCUS Food Network (including ten other food pantries we support with NY-grown food). We are committed to both feeding people and to changing the structures which perpetuate food insecurity. We are located in a vibrant and diverse neighborhood in downtown Albany. We are located one block away from the New York State Capital. Join us!

We seek a VISTA member who will serve as the Program Development Coordinator. The VISTA member will create a resource development plan, enhance programming by developing supporting structures, and will create a communications plan to improve FOCUS' ability to work with the community.

Goals and Duties of The Position

As the Program Development Coordinator, the VISTA member will:

1. Promote food security through our existing programs (soup kitchen and food pantry), develop our Garden Project and support our new initiative: FOCUS Food Network. Create opportunities for food pantry and soup kitchen guests to visit local farms, where we get our dairy, produce and meats. Invite farmers to visit our food pantry and soup kitchen.
2. Promote food justice by helping us to better link local services and advocacy opportunities for guests of our food pantry and soup kitchen. Support a new endeavor: the formation of a Guests Leadership Council (comprised of people whom we serve at our food pantry and soup kitchen)
3. With the Volunteer Coordinator, recruit new volunteers who are not affiliated with FOCUS congregations by promoting volunteer opportunities with downtown community groups, local colleges, and neighborhood organizations. Assist Volunteer Coordinator with developing ways to welcome food pantry and soup kitchen guests as volunteers.
4. Assist with communications and offer support to our fundraising committee.

Professional Development

VISTAs will develop skills in public speaking, career management, and social justice. We pride ourselves on being informed, caring, and intentional members of our communities and take the time to analyze our own roles in society.

As a part of the ACE program, VISTA members take part in our monthly team building days, attend AmeriCorps trainings, and have access to Siena's faculty to learn more about their areas of interest.

Minimum Qualifications:

- Must have an Associates level education or higher
- Have a growth mindset
- US citizen or have permanent resident status

Living Allowance:

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

Benefits:

- Supportive cohort of peers
- Ten free meals a week at Siena College
- Loan deferment for qualified student loans
- 10 paid personal and 10 paid sick days
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full-service term

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)

To Apply: [Click Here](#) or search "ACE at Siena" on the [MyAmeriCorps Portal](#) or email Taylor Disco at, tdisco@siena.edu.

At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.

Bring Out The Best Of America