



PO Box 930, Athens, OH 45701 | 740.856.6100 | www.livehealthyappalachia.org

2019-2020 AmeriCorps VISTA Position Description

Directly Responsible to: Executive Director, Live Healthy Appalachia

Live Healthy Appalachia (LHA) is a 501(c)(3) nonprofit organization governed by a volunteer Board. The mission of Live Healthy Appalachia is to promote healthy eating and active living through community partnerships and educational opportunities. The vision of the organization is empowered people making healthy choices.

General Job Description: LHA's sub-site VISTA will work to increase the capacity of healthy living programs in Athens County and surrounding areas in Southeast Ohio. The VISTA will focus on goals that help LHA reach a wider network of individuals in need of access to healthy foods and nutrition education, including 1) helping build organizational capacity through development of new engagement tools and strategic communication, 2) establishing new partnerships that bridge gaps in access to healthy food, 3) researching strategies that address and encourage volunteer and donor retention.

Duties and Responsibilities: The LHA VISTA member will engage in the following:

- Researching and writing grants to support current programs and building organizational capacity
- Assisting in the creation of a learning management system that improves access to programs and supports sustainability
- Developing health literacy materials to be distributed to healthcare and wellness points of contact
- Fine-tuning existing volunteer recruitment strategy and developing a retention plan
- Researching donor relation strategies and assisting in the planning and execution of donor recognition events
- Engaging followership through strategic social media marketing and outreach.

Desired Qualifications:

- Successful candidates will have an interest in healthy eating and active living.
- Bachelor's Degree or higher
- Valid Ohio Driver's License
- Ability to educate people of all ages and socio-economic backgrounds
- Background in communications, grant writing, public health or nutrition preferred
- Experience involving low-income children and families
- Self-starter
- Organizational skills
- Strong communicator, both written and verbal
- Collaborating with multiple stakeholders



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Expectations:

- Consult with supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
- Respect confidentiality of clients, staff, and COMCorps members.

Application:

- Step 1: Send cover letter and resume to info@livehealthyappalachia.org. Priority will be given to applications who apply by Monday, April 1st.
- Step 2: Complete the official AmeriCorps application at <http://www.americorps.gov> (This will be available at the beginning of March)



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