



POSITION ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state-supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Position Title: VISTA Eastern WV Community Connection on Food Insecurity (ECCFI)

Classification: VISTA Volunteer

Location: Moorefield Main Campus

Scheduled Hours: 40 hours per week

Department: Advancement and Continuing Education

Reports to: Robert Burns, Director of Non-Profits

Overview: This position serves as a planner and initial developer of programs to assist students with temporary and chronic food insecurity, create and solidify working partnerships with local community food groups, and increase education use as a way out of poverty.

Responsibilities:

- Work with the staff of the Potomac Highlands Producers to create and implement several strategies to bridge the college and the local community on food issues.
- Lead in developing and implementing procedures and organization of a program to address student food insecurity.
- Convene meetings with Eastern Community Action and other local organizations to grow formal partnerships to address poverty issues in the community
- Recruitment and support of low-income individuals to use education for a better life
- Will serve on a variety of committees in a support capacity.
- Local travel required to attend professional development and job-related activities as directed.
- Other duties as assigned by the Director of Non-Profits.

Minimum Qualification Requirements:

Education - A minimum of an associate's Degree in Applied Business, Business Management, Accounting, Administrative Office Support, or a related field is required. Other fields will be considered if no applicant has the previously stated requirement.

Experience - Not required, but experience in an office environment is beneficial. Knowledge of computer systems and operation, use of scheduling software, and skills with Microsoft software products are needed. In addition, presentation skills, good communication, and organizational skills, and the ability to work independently are expected.

CLOSING DATE: The search will remain open until the position is filled. Please direct all questions to Robert Burns at Robert.burns@easternwv.edu or call at (304) 434-8000 ext. 9233

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EQUAL OPPORTUNITY EMPLOYER