Summary: The Volunteer Education Assistant will represent the Greater Cleveland Food Bank to the community, clients, and partners at various internal events (e.g., Poverty Simulations) and external events (e.g., Speakers Bureau). The Volunteer Education Assistant will do so by delivering presentations related to food insecurity, describing Food Bank programs and services and responding to questions.

Background: Candidates may have experience in areas such as teaching, sales or public speaking and should be comfortable interacting with those from diverse backgrounds.

Preferred Traits:
- Enthusiastic: Enjoys and is excited by working with people
- Communicator: Comfortable speaking to groups of up to 50 people
- Committed: Attends training and events when scheduled

Skills Required:
- Ability to learn and share information about Greater Cleveland Food Bank programs and services and to demonstrate sensitivity to hunger and poverty issues
- Ability to work independently and represent the Greater Cleveland Food Bank in a positive manner
- Strong communication and problem-solving skills.
- Valid Driver’s License, dependable transportation and automobile insurance.
- Functioning cell phone.

Outcomes: A Volunteer Education Assistant will derive satisfaction by educating members of the community about food insecurity, food and other assistance and by contributing to the success and mission of the Greater Cleveland Food Bank. In addition, a Volunteer Education Assistant will gain experience useful in sales, customer service or community outreach. A service letter will be provided on request.
Key Functions:

- Attend training and staff 3 scheduled events within the following 6 months.
- Meet Advocacy staff before event to collect needed materials and information.
- If needed, transport materials to event and arrive promptly.
- Deliver presentations promoting Food Bank programs and services, answer questions and refer to Point of Contact if unable to answer
- Keep accurate record of volunteer hours and provide feedback after each event
- Return materials and information in a timely manner
- Other functions as appropriate

Support: Greater Cleveland Food Bank will provide training for this assignment and a nametag. Advocacy staff will be available as needed.

Attire: Business Casual with GCFB Advocacy Volunteer Education Assistant nametag.

Point of Contact: Kimmy LoVano, Advocacy and Research Analyst.

To apply: Please email Volunteer Services Assistant Matt Jackson (mjackson@clevelandfoodbank.org). You may also contact Volunteer Services at 216-738-2069.

Our mission is to ensure that everyone in our communities has the nutritious food they need every day.

3/16/2017