



## Job Announcement

### AmeriCorps VISTA – Outreach & Impact Associate

Community Resource Center (CRC) believes in the power of the nonprofit sector to affect change and support thriving communities. Based in Denver, CRC is a statewide nonprofit management support organization providing low-cost, high-quality programs, resources and network building opportunities to hundreds of nonprofits throughout the state to strengthen Colorado communities.

Through the [Rural Capacity Building VISTA Project](#), CRC increases the effectiveness and sustainability of nonprofit organizations across rural Colorado. VISTA members engaged in the project provide resources, tools, and strategies to hundreds of nonprofit professionals each year through the [Rural Philanthropy Days \(RPD\)](#) program, as well as CRC's statewide education and resource opportunities.

**Major Responsibilities:** The Outreach & Impact Associate VISTA will support CRC's robust statewide programming through marketing and development activities, and program planning to deepen CRC's program impact. The Associate will increase the sustainability and reach of CRC's education, resource, and leadership development programs through engagement of key stakeholders, supporting brand awareness, and implementation of our new strategic planning goals.

- Develop and test strategies to build brand awareness across Colorado through outreach to stakeholders
- Analyze Salesforce database trends and opportunities for business development and strategic marketing
- Inform and develop CRC email, print, and social media communications
- Support planning and development of new education, resource and leadership programs and strengthen current offerings
- Support on-going sponsor, foundation and partner outreach
- Track nonprofit sector trends, news and opportunities for CRC programming

### **Qualifications**

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Tact, diplomacy and ability to work as part of a diverse team
- Understanding of the nonprofit sector and volunteerism
- Experience in research and presenting information
- Skills in data management, research, and analysis
- Access to reliable transportation and the ability to travel



**Supervision:** The Outreach & Impact Associate will be based in CRC's Denver office. The Supervisor for this position is CRC's Director of Education & Leadership Development, Rebecca Gorrell

### AmeriCorps VISTA

This position will be filled by an AmeriCorps\*VISTA member. To qualify for AmeriCorps\*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

For more information, please visit: [http://www.americorps.gov/for\\_individuals/choose/vista.asp](http://www.americorps.gov/for_individuals/choose/vista.asp)

**Program Benefits:** Childcare assistance if eligible, Choice of Education Award (\$5,815) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$1,200/month), Professional Development, Housing Assistance (\$100/month paid directly to your landlord)

**Service Term:** January 30, 2018 – January 30, 2019

**Application Requirements:** Please apply through the MyAmeriCorps portal. Interviews will take place in May. Submitting an application early in the timeframe will be advantageous.

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the "CRC Outreach & Impact Associate" position listing and complete a full application through AmeriCorps VISTA. Please contact Jenia Hooper at [Hooper@CRCAmerica.org](mailto:Hooper@CRCAmerica.org) if you have any questions on how to apply.

### For More Information

Community Resource Center: [www.crcamerica.org](http://www.crcamerica.org)

Rural Capacity Building VISTA Project: [www.crcamerica.org/ameriCorps-vista-project/](http://www.crcamerica.org/ameriCorps-vista-project/)



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