



AmeriCorps VISTA –Education Associate

The Community Resource Center (CRC), headquartered in Denver, Colorado is a statewide nonprofit management support organization providing low-cost, high-quality programs, resources and networking 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 Education Associate will support the statewide RPD program to provide high quality professional development opportunities to nonprofit organizations in rural Colorado that address root causes of poverty across the state.

- Update and craft compelling resources and materials for trainings
- Coordinate and capitalize on rural training opportunities
- Work with key regional stakeholders to identify training and resource needs
- Research best practices and case studies for rural nonprofits
- Convey the value of CRC programs and services to individuals and organizations
- Draft communications to regional and statewide entities
- Collect data on regional nonprofits and funders
- Track nonprofit sector news

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
- Resourceful skills in data management, research, and analysis
- Access to reliable transportation and the ability to travel throughout the region

Supervision: The Education Associate will be based in CRC’s Denver office.



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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

Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$5,775) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$983/month), Professional Development/Training

Service Term: February 2016 – February 2017

Application Requirements: Please apply through the MyAmeriCorps portal. Interviews will take place in November-December. 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 Education Associate” position listing and complete a full application through AmeriCorps VISTA. Please contact Marissa Maurer at maurer@crcamerica.org if you have any questions on how to apply.

If you would like to apply for multiple positions based in CRC’s Denver office, please do so using the MyAmeriCorps portal.

AmeriCorps VISTA – Marketing Associate

AmeriCorps VISTA – Research and Evaluation Associate

For More Information

Community Resource Center: www.crcamerica.org

Rural Capacity Building VISTA Project: <http://crcamerica.org/resources/ameriCorps-vista-project/>

Rural Philanthropy Days: www.crcamerica.org/rural-philanthropy-days