

**JOB ANNOUNCEMENT: AmeriCorps VISTA – VISTA Leader**

Community Resource Center (CRC) believes in the power of the nonprofit sector to affect change and support thriving communities. We envision a strong and sustainable nonprofit sector leading our state towards a more just future. Our mission is to create opportunities, tools and strategies to develop nonprofits and community groups to strengthen Colorado.

Located in Denver, Colorado, CRC's work environment is fast paced, dynamic and flexible. Board, staff and AmeriCorps VISTA members collaborate closely on program development and organizational strategy. CRC's team engages in grassroots, hands-on strategies for nonprofit capacity building, with an emphasis on our statewide presence. Candidates should be comfortable working in and with diverse communities across Colorado. CRC is a member of the Colorado Collaborative for Nonprofits and has a team of 15 staff and VISTA members.

CRC serves as an intermediary AmeriCorps VISTA project and partners with nonprofit organizations based in rural Colorado to provide them with the support of a VISTA member. During the 2018-2019 grant cycle, CRC will host 4 VISTA members at our Denver office and 18 VISTA members at rural partner organizations. The VISTA Leader will facilitate recruitment and onboarding of all 22 members. The VISTA Leader will provide ongoing support to members by providing professional development and networking opportunities, connecting members to resources, and developing a network of support for VISTA members across the state.



**Major Responsibilities**

- Facilitate recruitment of VISTA members, including: creating a job description, marketing, screening and interviewing candidates
- Onboard, train and recognize VISTA members
- Provide ongoing guidance and support to VISTA members
- Identify professional development and networking opportunities for VISTA members
- Foster greater communication between VISTAs and their project supervisors
- Collect AmeriCorps VISTA grant reports
- Organize National Service Days & National Service Recognition Day outreach
- Serve as a liaison of national service, participating in job fairs and representing both VISTA and CRC at networking and sector events
- Track nonprofit sector news
- Collect data on regional nonprofits and funders
- Participate in on-going fund development efforts for CRC programs

**Qualifications**

- Completed at least one year of service as a AmeriCorps VISTA, AmeriCorps State/National member, AmeriCorps National Civilian Community Corps (NCCC), or term of service as a Peace Corps Volunteer
- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven



- Highly organized with strong attention to detail
- Demonstrated strengths relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Understanding of the nonprofit sector and volunteerism
- Skills in data management, research, and analysis
- Access to reliable transportation and the ability to travel throughout the state

**Supervision:** The VISTA Leader will be based in CRC's Denver office and supervised by CRC's Director of Rural Partnerships and VISTA Project Manager, Leah Rausch.

### **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 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: [www.americorps.gov/for\\_individuals/choose/vista.asp](http://www.americorps.gov/for_individuals/choose/vista.asp)

**Program Benefits:** Choice of Education Award (\$5,815) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Living Allowance (\$1,422/month), Housing Assistance (\$100/month) paid directly to a landlord, and Professional Development/Training

**Service Term:** August 2018 – August 2019; Opportunities to begin earlier are available based on candidate interest and availability.

**How to Apply:** Please apply through the MyAmeriCorps portal. Interviews will take place beginning in April until a great candidate is selected. 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 VISTA Leader" 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/ameri-corps-vista-project](http://www.crcamerica.org/ameri-corps-vista-project)

Community Resource Center is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all members of our staff, AmeriCorps VISTAs and program participants.