



Job Title: AmeriCorps VISTA Capacity Building Coordinator

Department: Volunteer Center of Southern Nevada

Reports to: Volunteer Center Director, AmeriCorps VISTA Team Leader

Program Overview: AmeriCorps*VISTA is the national service program designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965 and incorporated into the AmeriCorps network of programs in 1993, VISTA has been on the front lines in the fight against poverty in America for more than 40 years.

VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency, working to fight illiteracy, improve health services, create businesses, strengthen community groups, and much more. With passion, commitment, and hard work, VISTA members create or expand programs designed to bring individuals and communities out of poverty.

By serving through VISTA, members gain new skills, friends, and experiences—plus you'll get the satisfaction that comes from helping others. During a term of service, members also receive a modest living allowance, health care, and other benefits. And, upon completing service, members can choose to receive either an education award worth \$4,725 to pay for college, or \$1,200 in cash.

AmeriCorps VISTA members will be assigned to local nonprofit organizations who can best utilize their skills and talents.

Responsibilities include, but are not limited to:

- AmeriCorps VISTA member will serve as capacity builder within southern Nevada nonprofit to build organizational capacity and increase the impact of local nonprofit organizations.
- Members will participate in fiscal oversight and transparency development, succession planning, grant development and volunteer recruitment to increase organizational capacity.
- Develop capacity building strategies to create, implement and evaluate procedures to launch a community wide alternative sentencing program as part of Volunteer Center of Southern Nevada.
- Develop volunteer recruitment strategies and effective volunteer management techniques for community volunteers at United Way of Southern Nevada (UWSN) and the Volunteer Center of Southern Nevada.
- Maintain and build positive, professional relationships with partner agencies, community organizations, faith-based organizations and local businesses.
- Work with targeted community partners to develop volunteer infrastructure and engage these partners as a source of community volunteers.
- Coordinate volunteer efforts for special volunteer events (e.g. MLK Day of Service, Make A Difference Day, National Volunteer Week, etc.).
- Identify and recruit eligible organizations, form partnerships and manage community volunteers who participate in special volunteer events.
- Develop and maintain online volunteer opportunities by updating appropriate data and providing agencies with technical support and training as needed.
- Design and implement tools, databases and/or programs to measure and report volunteer activities.



- Assist in developing training curriculum specifically to engage community volunteers in working with low-income individuals.
- Provide strong support to develop, implement and evaluate programs including but not limited to Make A Difference Day, Disaster Preparation & Response/COAD, Hands On Schools, and. Specific project assignments will be determined by supervisor. Projects may include multiple site visits, extensive standing, walking, bending and lifting of items 20+ pounds as well as exposure to elements.
- Must be physically able to operate a variety of machinery including communications equipment and office machines such as computers, typewriters, calculators, facsimile, copiers, etc. Must be able to lift/move heavy objects. Sedentary work involves sitting most of the time but may require the ability to stand, stoop, squat, for long periods of time. Must be able to lift and carry items up to 20 pounds.
- Create, plan and implement strategic volunteer opportunities that address long-term change in the community through directed volunteer activities.
- Attend UWSN staff meetings and UWSN sponsored/required training and events as scheduled.

Qualifications:

- Must have completed at least one AmeriCorps VISTA term of service and perform in a successful manner.
- Demonstrated ability and experience in areas such as volunteer management, training, team building, problem solving and community building.
- Ability to provide leadership and create an atmosphere of teamwork among participants.
- Demonstrated working knowledge of public and private human services organizations and systems.
- Strong organizational skills, with the ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Proficiency in Microsoft Office applications including Word, Excel and PowerPoint.
- Ability to work well with diverse populations.
- Exceptional interpersonal and communication skills to communicate the work of UWSN and the Volunteer Center specifically to community organizations and businesses. Experience in public speaking helpful.
- Passionate commitment to United Way and the ideals of volunteerism.
- Experience in maintaining databases and minimal website development experience.
- Ability to build strong, productive relationships, and organize and galvanize people to get results.
- Possession of a valid Driver's License and 100/300 personal injury insurance coverage. (Non-commuting mileage reimbursement is provided).
- Bilingual individuals encouraged to apply.

Benefits:

- Education Award of \$4,725 to be used toward repaying outstanding qualified loans or toward future higher education programs, if eligible.
- Annual subsistence allowance of \$11,388.
- Experience in nonprofit management.

For more information or to apply: Please visit: www.AmeriCorps.gov/VISTA