

Why become an AmeriCorps VISTA member with Our Community Foundation?

- You will be working with a network of AmeriCorps VISTAS helping to create opportunities for the underserved in this beautiful mountain region
- Our Community Foundation has an inspirational vision, centered on working collaboratively with the broader community to solve challenging problems
- Our mountain community has abundant outlets for outdoor activities, the arts and social options
- 300 days of sunshine every year – SERIOUSLY!

Job Description

Job Title: Our Community Foundation VISTA Project Leader

Location: Eagle County, Colorado

Area of Interest: Community Outreach / Grant-funded AmeriCorps*VISTA (Volunteer in Service to America) Member

Our Community Foundation is seeking an AmeriCorps*VISTA member who will serve as a VISTA Leader, full-time for at least one (1) year. This is a 40-hour week position, Monday through Friday, 8:30 am to 5:00 pm. However, VISTAs may need to participate in other evening and weekend service activities.

Job Summary: You will be working with a network of AmeriCorps VISTA members, helping to create opportunities for the underserved in this beautiful mountain region. Our Community Foundation is centered on working collaboratively with the broader community to solve challenging problems. This position is full-time and is located in the rural resort region of Colorado. While local nonprofits do much to help our community, many are under-resourced or do not have the capacity to accomplish the work they have at hand. With more resources and additional ability, organizations can do even more to address persistent poverty in Eagle County. The VISTA LEADER will develop a data collection process to create a tracking system and ensure effectiveness of the VISTA program. The VISTA member will work on training, orientation, accountability, and communication tools for the local VISTA network. The VISTA member will also increase value by securing in-kind donations and sponsorships as well as strengthening community outreach and developing a volunteer recruitment plan. This position offers monthly professional development trainings and a tremendous opportunity to build and expand your personal leadership capabilities. Qualified candidates will have excellent verbal and written communication skills, strong interpersonal skills, interest in community service, organizational skills problem solving, desire to work with diverse populations, and compassion for others.

Education & Training: Bachelor's Degree or Associates Degree with equivalent work experience required..

Qualifications: This position requires an individual who is efficient, highly organized, detail-oriented, and self-motivated, with:

- Ability to communicate effectively, both orally and written
- Ability to handle multiple projects simultaneously

- Ability to work with and maintain sensitivity to diverse individuals and communities
- Good time-management skills
- Experience with project development or project support
- Experience with data collection, data entry, and/or data systems
- Experience in recruiting and coordinating volunteers
- Excellent interpersonal and public relations skills
- Computer literacy including knowledge of Microsoft Office Suite applications
- Understanding of collaboration and partnerships development
- Understanding of low-income and special needs populations

Experience: Position requires the ability to:

- communicate effectively and work collaboratively at all levels with multiple entities;
- recruit, coordinate, train and provide leadership development for volunteers;
- develop and establish data systems that increase access to resources for low-income families and children;
- provide leadership in collaborative efforts to maximize outcomes
- plan and implement special projects
- nurture and develop high-quality collaborations.

Knowledge and experience with general office equipment, electronic mail, and Windows are required. Experience and willingness to work with a highly diverse populations are required.