

Why become an AmeriCorps VISTA 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 Title: AmeriCorps VISTA Guardian Scholar Coordinator

Location: Edwards, Colorado

Area of Interest: Higher Education Scholarships | Grant-funded AmeriCorps VISTA member (Volunteer In Service To America)

Goal: The AmeriCorps VISTA Scholars Coordinator is based on supporting students in Eagle County in continuing their education beyond high school through the Guardian Scholars program. Increase access and retention to higher education for low-income students, moving individuals out of poverty by supporting Guardian Scholars to make the transition to adulthood and self-sufficiency through scholarship, financial aid literacy and support services.

Duties:

- The VISTA will develop and implement tracking systems, maintain records for current scholarship students, ensure the scholars Roles & Responsibilities are abided by, communication with Guardian Scholar alumnae, and assist in learning about long term program impacts.
- The VISTA will be instrumental in outreach to the scholars and strengthening resources of participating scholarship partners.
- The VISTA will become adept at relationship management and creating communications strategies for the Guardian Scholars program.
- The VISTA will establish volunteer mentors and mentoring opportunities for Guardian Scholars.
- The VISTA will coordinate trainings, career exploration opportunities, accurate student updates and events that support the work of the Guardian Scholars.

Education & Training: Bachelor's degree or Associates degree with equivalent work experience required. Ideal candidate will be proficient in Spanish.

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

- Willingness to contribute to poverty reduction solutions in the community
- 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 support

- Experience with data collection, data entry, and/or data systems
- Excellent interpersonal skills
- Develop and establish data systems that increase access to resources for low-income families and children;
- Plan and implement special projects

Terms: Full-time position. Car recommended; this position permits attendance at school during off hours
Program Benefits: Choice of AmeriCorps Education Award or End of Service Stipend, training, living allowance, vacation, sick and personal leave.

Contact **Susie Davis, Director of Community Impact** at 970-977-1093

or email susie@ourcommunityfoundation.org