



## VISTA Development Project Leader Recruitment Announcement

### Position Summary

Founded in 2000, the mission of Heart of Oregon Corps is to empower and inspire positive change in the lives of young people through jobs, education and stewardship. We operate “work, learn and earn” job training programs that address the needs of low-income disconnected young adults. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

The **VISTA DEVELOPMENT PROJECT LEADER** position is a full-time AmeriCorps VISTA volunteer position in Heart of Oregon Corps administrative team. We are seeking someone who is inspired by our mission of inspiring and empowering positive change in young people. An interest and passion for helping youth through service is a must, but note that this position serves youth indirectly through building resources and capacity, and does not include working directly with our youth.

AmeriCorps VISTA is the national service program designed specifically to fight poverty. Authorized in 1964 and founded as Volunteers in Service to America in 1965, VISTA was incorporated into the AmeriCorps network of programs in 1993. VISTA members commit to serve full-time for a year at a nonprofit organization creating or expanding programs designed to bring individuals and communities out of poverty. During your service, you'll receive a modest living allowance (based on the local poverty level), a scholarship, and other benefits. Learn more about becoming a VISTA at: [www.nationalservice.gov/VISTA](http://www.nationalservice.gov/VISTA)

### **APPLICATION DEADLINE MAY 3, 2018 5:00 PM**

Send a resume, two references and cover letter stating why you want to commit to a year of national service, why you are interested in this specific position, and how you are qualified for the position to: Email: [jenn.kiehne@heartoforegon.org](mailto:jenn.kiehne@heartoforegon.org).

Fax: 541-306-3703

Mail: Heart of Oregon Corps, Attn: Jenn Kiehne, P.O. Box 279, Bend, Oregon 97709

Early submission of applications is encouraged!

**Host Organization:** Heart of Oregon Corps, in Bend, Oregon  
**Program Type:** AmeriCorps VISTA (sponsored by YouthBuild USA)  
**Position:** VISTA Development Project Leader  
**Program Start/End Date:** 07/14/2018 - 07/15/2019  
**Work Schedule:** Full time, primarily business hours, some evening and/or weekend work may be required  
**Education Level:** High School Diploma/GED required College Graduate strongly preferred (Associate or Bachelors), English or communications degree preferred  
**Skills:** Fundraising, grant writing, community organizing, youth development  
**Age Requirement:** Minimum: 18, Maximum: None

**Program Benefits:**

- Living Allowance (\$473.50 bi-weekly, \$12,311 total, pre-tax)
- Housing Stipend (\$1,421 total, paid quarterly to landlord directly)
- Choice of End of Service Education Award (\$5,920) or stipend (\$1,800)
- Re-location allowance \$550 + some travel (if moving >50 miles)
- Forbearance of student loans eligibility
- Child Care Benefits of \$400/child/month if eligible and qualified
- Professional development and training opportunities
- One year of noncompetitive status for a federal government job (unique to VISTA, vs. AmeriCorps)

### **SUMMARY OF BROAD AREAS OF RESPONSIBILITY**

This VISTA position will help to secure grants, cash donations, in-kind donations, and create tools, systems, and databases to help cultivate donors and supporters. Developing partnerships or creating communications materials & strategies are also activities for this role. AmeriCorps VISTA members must engage in indirect, capacity building service. Capacity building service involves securing new resources, developing or enhancing systems, creating or improving programs, developing or fostering partnerships, and researching & documenting new knowledge.

The VISTA Development Project Leader will help strengthen and increase capacity of the organization by doing some or all of the following activities:

- Coordinate development and fundraising projects
- Access private and public funds through researching funds available and writing grant proposals
- Assist with corporate and individual donor program
- Support the agency's Public Relations outreach including social media and press releases
- Develop local or regional partnerships for resource development
- Plan small community fundraising events
- Assist with upcoming capital campaign events, grants, and sponsorships

### **QUALIFICATIONS**

- Can-do, service-driven attitude with an eagerness to learn and grow within the position
- Bachelor's or Associates Degree or some college preferred, High School Diploma or equivalent required
- Excellent writing skills required
- Computer skills: Word, Excel, PowerPoint, Outlook, databases including social media

- Strong organizational skills and attention to detail
- Interpersonal communication skills
- Social Media experience is helpful; willingness to learn is essential
- Comfortable working with people from a variety of backgrounds and ages
- Be in a position to offer full-time service for one year without regard to regular working hours
- Be able to exhibit previous education, training, military, or work experience, and any other relevant skills or interests necessary to perform a specific VISTA assignment
- To the maximum extent practicable, be willing to live among and at the economic level of the low-income people served by the project, the living allowance is set with this ethic in mind.
- Valid Driver's License and a good driving record (for the purposes of insurance coverage)
- Reliable transportation required; access to a car preferred
- Be a U.S. citizen or have permanent resident status
- Be at least 18-years-old upon entering VISTA training. There is no upper age limit
- Ability to pass pre-employment criminal background check
- AmeriCorps VISTA eligible