



VISTA Career 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.

We are looking for an **AmeriCorps VISTA Career Development Project Leader** for our YouthBuild program. The AmeriCorps VISTA will build capacity in Heart of Oregon Corps’ career development activities by strengthening employment partnerships, improving and implementing systems and processes, delivering process trainings, and coordinating a new all-organization “Tour and Shadow” bi-annual career development event. These duties will include:

- Create, implement, and monitor career development communications and tracking system across programs at the HOC organization.
- Develop or deepen employer and apprenticeship partnerships with an end goal of competitive employment for HOC youth and alumni.
- Improve the systems and processes for HOC’s career development activities that engage employer partners, developing and providing internal trainings to program teams on these processes.

The ideal candidate should have a minimum of a high school diploma; a Bachelor's degree is strongly preferred. At least one year of office, business, or program experience, which includes file and data coordination. Applicants should be fluent with standard office software and technology, including Microsoft Office, Outlook, and web-based applications. Proficiency in Excel is a must. Must have excellent oral and written communication skills, be highly organized with excellent time management skills as well as the ability to relate sensitively to a multiracial and multicultural group of young people and coworkers. Respect for the ideas and intelligence of young adults. A good sense of humor is also welcomed and desired!

The VISTA position will receive a living allowance stipend of \$472 bi-weekly, a \$1,400 housing stipend for the year, and a \$5,815 AmeriCorps Education Award or \$1,500 cash stipend paid at completion of service. This is a full-time (40 hours/week), 12 month, position.

If you are interested, please submit the following to hr@heartoforegon.org:

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- A Cover Letter (in an email is ok)
- A Resume

Send to: Heart of Oregon Corps

PO Box 279, Bend OR 97709

-or-

541-306-3703 (fax)

Final candidates will need to complete an interview, additional paperwork, provide references, complete a background check, and a drug screening. Valid driving license and good driving record required. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

The VISTA position will begin the week of August 21st. Position open until filled. If this ad is still up, we are still hiring!