



MAIN OFFICE
1922 N. PULASKI RD.
CHICAGO IL 60639

P 773.342.7575
F 773.342.8528

PILSEN OFFICE
1915 S. BLUE ISLAND
CHICAGO, IL 60608

P 312.850.2660
F 312.850.2899

SOUTHEAST OFFICE
9010 S. COMMERCIAL
CHICAGO, IL 60617

P 773.933.7575
F 773.933.7578

Program Type: AmeriCorps VISTA
Job Title: Development and Communications Associate
Department: Development
Reports To: Development Manager
Status: Full-Time 9 a.m. to 5 p.m. Monday to Friday
Age Requirement: Minimum:18 Maximum: None
Location: North Office at 1922 N. Pulaski Road, Chicago, IL 60639

Program Start/End Date: 08/28/17 to 08/27/18

The mission of the Spanish Coalition for Housing (SCH) is to provide comprehensive counseling, education and housing resources necessary for Latinos and other -low-to-moderate income families in the Chicagoland area, develop competence and responsibility in meeting their financial and housing needs, and to advocate for and proactively promote additional resources for them.

Job Summary:

The VISTA will build off of the program development plan/toolkit and recommendations of the prior year's VISTA with a particular focus on defining SCH's volunteer needs, skills and opportunities across the organization, reviewing and identifying best practices in volunteer management programs (both locally and nationally) segmenting volunteer categories/target partners, markets and developing a plan of implementation and sustainability. Through this project, the VISTA will better position Spanish Coalition for Housing to strategically identify resources, value added opportunities to increase organizational capacity to address affordable housing preservation, creation, maintenance and household asset development.

Responsibilities:

The Development and Communications Associate VISTA will:

- Become acclimated with SCH programs and service area and work to define Volunteer needs, skills, and opportunities and align with SCH strategic.
- Research best practices on assets and liabilities associated with Volunteer Management Programs for nonprofits.

- Formalize a Volunteer “Talent Management Strategy”.
- Implementation and preliminary evaluation of Volunteer Talent
- VISTA will obtain knowledge in areas of resource development, communications and fundraising.

Qualifications and Skills:

- Some college; degree preferred
- Communications
- Public Speaking
- Community Organization
- Writing/Editing
- Computers/Technology
- Leadership
- Community and Economic Development, Housing
- Bilingual/Spanish

Service Areas:

- Homelessness
- Community Outreach
- Neighborhood Revitalization
- Housing
- Community and Economic Development

Program Benefits:

- Training
- Health Coverage
- Choice of Education Award or End of Service Stipend
- Living Allowance \$542.22 Bi-Weekly
- Relocation Allowance
- Childcare assistance if eligible
- Education award upon successful completion of service
- 10 Sick and 10 Personal Leave days
- Spanish Coalition for Housing will provide or reimburse a monthly Ventra card if the VISTA uses the CTA to travel.
- Chose One of Two End of Service Benefits:
 - Eli Segal Education: \$5,815
 - Cash Stipend: \$1,800

Terms:

Permits working at another job during off hours. Permits attendance at school during off hours.

Physical Demands:

The physical demands described here are representative of those that must be met by a VISTA to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The VISTA must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.

***For details about AmeriCorps VISTA benefits, please visit:**

<https://www.vistacampus.gov/in-service/benefits-service>

***For details about AmeriCorps VISTA healthcare benefits, please visit:**

<http://www.vistacampus.gov/healthcare>

Please visit: <https://my.americorps.gov> and look for Listing ID 72695 to apply.

This is an immediate opening

For questions please contact Tanya Burgess at vista@housingactionil.org

