



## **Spanish Coalition for Housing**

The mission of 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 Description:**

Program Type: AmeriCorps VISTA  
Job Title: Development and Communications Associate  
Reports To: Development Manager  
Status: Full-time; 9 a.m. to 5 p.m. Monday to Friday  
Age Requirement: Minimum: 18 - Maximum: None  
Location: 1922 N. Pulaski Road, Chicago, IL 60639  
Program Start/End Date: 08/17/17 to 08/16/18

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### **Job Summary:**

The Development and Communications Associate 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:**

- Become acclimated with SCH programs and service area and work to define Volunteer needs, skills, 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:**

- Bachelor's degree
- Writing and Editing Skills
- Community organizing
- Presentation and communications skills required
- Excellent organizational skills; professionalism
- Ability to multi-task and pay close attention to detail
- Strong leadership skills
- Knowledge of Microsoft Office Suite

**Service Areas:**

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

**Program Benefits:**

Stipend, Relocation Allowance, Choice of Education Award or End of Service Stipend, Living Allowance, Health Coverage\*, Childcare assistance if eligible, Education award upon successful completion of service, Training .

**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 VISTA is regularly required to use hands and talk or hear. The VISTA is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.

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

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

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

For questions please contact Tanya Burgess at [vista@housingactionil.org](mailto:vista@housingactionil.org)