



## Job Description

Program Type:	AmeriCorps VISTA
Job Title:	Development and Program Analyst
Department:	Development
Supervised By and Reports to:	Development Manager
Status:	Full Time 9 a.m. to 5 p.m. Monday through Friday
Age Requirement:	Minimum: 18 Maximum: None
Location:	North Office: 1922 N. Pulaski Road, Chicago, IL 60639
Program Start/End Date:	08/16/18 through 08/15/19

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### Organization Summary:

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and serves over 10,000 clients per year with a current budget of \$2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

### Position Summary:

Under the direction of the Development Manager, the Development and Programs Analyst will build off of the program development plan/toolkit, SCH' Strategic Plan and recommendations of the prior year's VISTA with a particular focus on specific resource and program development needs. 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 through a multi-generational lens.

### Responsibilities:

- VISTA will become acclimated with SCH programs and service area and work to define emerging markets/community needs and opportunities that align with SCH strategic priorities.
- Develop a demographic market analyses of SCH clients, with a particular focus on market segments seniors (62-51 and 63+years of age) and Millennials 36 and younger and Gen Xers, (37-51 years of age).
- Research and analyze current program staffing position descriptions and onboarding process reflecting SCH current capacity to address market/community needs.
- Formalize a program data mapping process to include (community asset mapping and program usage by target market segments; e.g. Seniors, Millennials, Gen X).

- Develop a basic dashboard for monthly program demographic review and recommendations for target demographic engagement, resource development needs and evaluate use of onboarding checklist.

**Skills:**

- Public Speaking
- Leadership
- Writing/Editing
- Communications
- Urban Planning
- Community Organization
- Non-Profit Management
- Public Health
- Team Work
- General Skills

**Qualifications:**

- Applicants need to be over 18 years old when they start their AmeriCorps VISTA service
- Must have one of the following statuses: U.S. Citizens, U.S. Nationals, Lawful Permanent Resident Aliens, or persons legally residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status or deferred action for childhood arrivals (DACA) status.
- By law, only VISTA members who are either U.S. Citizens, U.S. Nationals, or Lawful Permanent Resident Aliens—sometimes referred to as “Lawful Permanent Residents”—are eligible to receive an AmeriCorps Segal Education Award. All other members will receive an end of service cash stipend.
- There is no upper age limit to apply to AmeriCorps VISTA.
- Commitment of 1 year as a VISTA in order to qualify for program benefits
- Familiarity with, or a working knowledge of, housing issues is helpful
- Effective verbal and written communication skills in both English; Spanish is a plus
- Pre-Service Orientation (PSO)-All VISTA Members are required to participate in a PSO. (Please reach the VISTA leader for more information on dates).

**Service Areas:**

- Housing
- Community and Economic Development

**Program Benefits:**

- Training/Professional Development
- Living Allowance
- Childcare assistance if eligible
- AmeriCorps VISTA Healthcare Allowance
- Relocation Travel Allowance
- Reduction of Education Costs
- Leave: 10 personal and 10 medical
- Choice between two End-of-Service Awards
- Career Opportunities

\*For details about AmeriCorps VISTA benefits, please visit: <https://www.vistacampus.gov/in-service/benefits-service>

**Terms:**

- Car Recommended

**Work Environment:**

- 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.
- Work place is a smoke and drug free environment.

Please visit: <https://my.americorps.gov> and look for Listing ID 79638 to apply.

For questions please contact a VISTA Leader, [vista@housingactionil.org](mailto:vista@housingactionil.org) - 312-939-6074 x106.