



Job Title: Human Resources Summer Associate
Department: Human Resources Department
Reports To: Human Resources Manager
Status: 8 to 10 week Commitment 6-10-19 through 08-08-19
Location: 1922 N. Pulaski Road, Chicago 60639
Hours: Monday through Friday 9 a.m. to 5 p.m.

The AmeriCorps VISTA Summer Associate program offers individuals the opportunity to become engaged in a community through an existing AmeriCorps VISTA project for 8, 9, or 10 weeks from June 10 through August 18, 2019. Must be 18 or older.

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:

The VISTA will analyze and gather data for the current Financial Literacy Program with Spanish Coalition for Housing. The VISTA will examine the current guidelines and processes under the program, the current job descriptions, goals, and production history. The VISTA will report what current training opportunities are being offered under the program and if there are any challenges or training needs that need to be incorporated. The results will assist the agency reshape its training program and identify opportunities to develop skills for increased productivity. Through this project, the VISTA will better position Spanish Coalition for Housing to improve employee performance, achieve business goals, prepare employees to take managerial roles, and improve employee retention.

This position is a part of the Housing Action VISTA Network, which is an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. As such, this position will receive expert training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the program at Housing Action's website. The ideal candidate will be a creative and dynamic professional with excellent communication skills who can collaborate across departments. Demonstrate reporting, administrative writing, research and analytical skills. The candidate must have a strong background in performance measurement and knowledge and experience with a variety of Word processing tools. Must demonstrate a progression in responsibility and the ability to multi-task and develop cooperative working relationships between management, staff, board, volunteers and community.

Responsibilities:

- Get acclimated with SCH team, programs and service areas in order to better understand agency mission and strategic plan.
- Review current Financial Literacy Program job description, program guidelines, goals and processes. Develop a comparison matrix of current and past year production numbers versus goals assigned to staff.
- Create a mapping process from first interaction with client through end of service.
- Identify current training opportunities that will further develop staff skill sets and provide educational value.
- An electronic and physical training manual of the program containing program overview, process mapping, program outcome results of the last two years, current workshop calendar, partnership listing, resource list for clients and training opportunities will be created and presented to Management. This will assist as a training blue print for future programs.
- 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.

Qualifications:

- Two or four year degree preferred in business, liberal arts, human resources, or other related field.
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications, web research.
- Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Highly organized and motivated.
- Excellent written and verbal communication skills.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Interest in community development, housing issues, organizational development and communications
- Full-Time under Housing Action Illinois AmeriCorps Vista Program; 40 hours: 5 days Monday through Friday; 9 a.m. to 5 p.m.

Program Benefits:

Living Allowance, Ventra or Metra Pass, Training, Choice of Education Award or End of Service Stipend.

Terms :

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

To Apply:

vista@housingactionil.org

<https://my.americorps.gov/mp/listing/viewListing.do?id=87487&fromSearch=true>

Listing ID 87487

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*For details about AmeriCorps VISTA healthcare benefits, please visit

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