The AmeriCorps VISTA Summer Associate program offers individuals the opportunity to become engaged in a community through an existing AmeriCorps VISTA project for a 1 year commitment. 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:
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 ability to support staff in cultivating and sustaining relationships internally and externally. The candidate must have a strong background in contact database utilization 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.
The VISTA will improve and standardize the process for community and partnership outreach and engagement with a particular focus on the following resource and program development needs:

Enhance organization capacity for program/business intelligence through a multi-stage project that includes review of current outreach strategy, data gathering of community and partnership contacts and develop a centralized outreach calendar for staff to maintain after VISTA’s project period ends across key program areas to include Homebuyer Education, Financial Education, Post Purchase Education, Rental and Landlord Services.

Develop Knowledge Management Solution: Centralize and better share outreach plan and calendar and advance capabilities and best practices associated with communication tools.

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 enhanced capacity for data management, usage and application.

**Responsibilities:**
- Get acclimated with SCH team, programs and service areas in order to better understand agency mission and strategic plan.
- Interview and survey key stakeholders such program managers, administration members and counselors on identifying current outreach strategies used across the agency and identifying the strengths and challenges associated.
- Become familiar with current agency partnerships and identify community partnerships that have not been established.
- Enhance the organization’s ability to develop tools that improve contact data collection methods and outreach and centralize them on a shared calendar.
- Develop a basic dashboard (data visualization tool) for staff that lays out key dates for each program area.
- 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 enhanced capacity outreach management usage and application.

**Qualifications:**
- Two or four year degree preferred in business, liberal arts, data analyses, 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:**

Childcare assistance if eligible, Ventra or Metra Pass, Training, Housing, Choice of Education Award or End of Service Stipend, Health Coverage*, Living Allowance.

*For details about AmeriCorps VISTA healthcare benefits, please visit [http://www.vistacampus.gov/healthcare](http://www.vistacampus.gov/healthcare)

**Terms:**

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

**To Apply:**

[vista@housingactionil.org](mailto:vista@housingactionil.org)

[https://my.americorps.gov/mp/listing/viewListing.do?id=88231&fromSearch=true](https://my.americorps.gov/mp/listing/viewListing.do?id=88231&fromSearch=true)

**Listing ID** 88231

**Contact:** VISTA LEADER

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