



**AmeriCorps VISTA Leader  
Washington, DC**

**Position Description:**

The Alliance to End Hunger is seeking a full-time AmeriCorps VISTA Leader to support the work of nine AmeriCorps VISTA members assigned to community-based coalitions across the country. These community-based coalitions or “Hunger Free Community” groups will measure hunger in their communities, create “hunger free” community plans, expand community partnerships and facilitate the participation of low-income community members.

The VISTA Leader will work under the direction of the Director of Coalition & Advocacy to help Hunger Free Community (HFC) groups through coordinating a team of nine VISTAs in different states, supporting team members in their work, and working in partnership with the project supervisor on project management tasks.

The AmeriCorps VISTA Leader will:

- Support recruitment of high quality VISTAs
  - Review VISTA Assignment Descriptions (VAD) for clarity, accuracy and consistency and suggest improvements
  - Research recruitment opportunities and promote position announcement through local venues
  - Suggest process for candidate assessment and evaluation that incorporates the VAD in the process
  - Assist in screening applicants
  - Assist in setting up interviews and participate in interviews
  
- Conduct VISTA member training and coordinate ongoing professional development
  - Form a plan with supervisor for the on-site orientation and training (OSOT); gather orientation materials, draft agenda, secure presenters/facilitators, etc.
  - Participate in the implementation of OSOT, utilizing facilitator/educator skills, to ensure that VISTAs understand all policies/procedures and project schedule
  - Evaluate and report on the OSOT to the supervisor, defining changes to be made for the next OSOT
  - Identify learning needs of VISTAs and develop calendar of trainings on topics such as cultural diversity, conflict resolution, poverty, and volunteer management
  - Secure local instructors to present trainings or prepare to deliver training
  - Facilitate and encourage peer learning among VISTAs
  - Maintain professional development log for all VISTA Members, distribute completion certificates

- Facilitate a successful year of service for VISTAs
  - Conduct one-on-one monthly meetings with each VISTA member to review assignment progress and address member needs to ensure a successful year for VISTAs
  - Assist VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise
  - Coordinate four projects for National Days of Service (September 11th National Day of Remembrance, Rev. Martin Luther King, Jr. National Day of Service, Cesar E. Chavez Day and AmeriCorps Week)
  - Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs with continuing project implementation
  
- Increase project and member effectiveness by monitoring member monthly reports
  - Train VISTA members on the organization's reporting requirements
  - Assist VISTA members with reporting needs, escalating issues to appropriate supervisor
  - Collect monthly reports from each VISTA member, review data and summarize for project coordinator
  
- Work with supervisor to ensure overall project stability and sustainability
  - Archive all significant materials created and document all procedures for implementing the project, for convenient future retrieval by organization staff, future VISTAs and VISTA leaders
  - Suggest changes to the program based on challenges and successes VISTAs have experienced
  - In collaboration with staff members, create and implement a written plan for project sustainability

**Qualifications:**

The applicant must be eligible to become an AmeriCorp VISTA Leader. Only VISTA or Peace Corps volunteers who have successfully complete a full term of service and demonstrate exemplary skills and leadership in community service may become a VISTA Leader.

**Program Benefits:**

- \$705.60 Living allowance, paid biweekly
- Segal Education Award (\$5,775) or End-of-Service stipend (\$3,000)
- Health benefits
- Potential to forbear or defer student loans while in service
- Relocation assistance (if applicable)
- Childcare assistance (if applicable)
- Optional life insurance
- One year non-competitive status for federal government positions
- A network of over 180,000 AmeriCorps VISTA members and alums

**Time Commitment:**

This is a one year, full-time position starting immediately.

This is a stipend volunteer position with AmeriCorps-Volunteers in Service to America (VISTA). Learn more at <https://www.vistacampus.gov/>.

**How to Apply:**

Email resume and cover letter to: Minerva Delgado, Director of Coalitions & Advocacy, Alliance to End Hunger at [mdelgado@alliancetoendhunger.org](mailto:mdelgado@alliancetoendhunger.org) with the subject line 'VISTA Leader Application' by May 15th.