



**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:

- \$883.68 Living allowance, paid biweekly
- Segal Education Award (\$5,815) 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 with the subject line 'VISTA Leader Application' by August 31st.