Position Description: VISTA Leader

Organization

Founded in 1987, Our House is a comprehensive program for the working homeless serving over 2,000 clients annually. Our House’s mission is to empower homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. Operating on a 7-acre campus in central Little Rock, Our House provides working homeless and near-homeless individuals and families with shelter, housing, job training, education, children’s programs, and more to equip them with the skills to be successful in the workforce, the community, and their own families.

Responsibilities

Reporting to the National Service Coordinator, the VISTA Leader will provide member support to the National Service programs (VISTA and AmeriCorps) at Our House and partner organizations. As a second-year service member, the VISTA Leader will be responsible for recruitment, coordinating training, mentoring, resource acquisition, and ongoing support for all national service members serving at Our House. Responsibilities include:

- Support the overall success of the AmeriCorps VISTA Program at Our House
- Lead and coordinate recruitment and onboarding efforts for all Our House national service programs
- Provide technical support to VISTA and AmeriCorps member applicants and staff throughout the recruitment process
- Coordinate with HR staff to ensure national service members are appropriately oriented to Our House and that all their HR files meet all CNCS and Our House requirements
- Provide support to current VISTA and AmeriCorps members, including seeking additional resources to aid VISTA members’ professional development and life on the living allowance
- Facilitate team-building activities and professional development education, including through the planning and coordination of National Service meetings
- Counsel VISTA and AmeriCorps members during exit and transition planning
- Educate staff and community members about national service programs and their benefits
- Assist staff during times of transition or between national service terms
- Plan and coordinate special service events that engage national service members at Our House

Compensation

This is a full-time national service position that provides a living allowance of approximately $14,851 over the course of one year plus a $6,095 Segal Education Award at the completion of a successful year of service. Health insurance is not available but some additional health benefits are available to VISTAs to help with the cost of co-pays and other medical expenses. Childcare assistance and relocation assistance are available to VISTAs who qualify. Life insurance and 1 year of non-competitive eligibility are also available. Some professional development training opportunities are offered and paid for by Our House. You are responsible for your own housing and other living expenses.
Qualifications
The VISTA Leader will be thoroughly committed to Our House’s mission and to national service. The ideal candidate will embrace Our House’s Guiding Principles of Hard Work, Wise Decision-Making, Community, Initiative, Integrity, Safety, and Heart. All candidates should have the following qualifications and experience:

- Has completed at least one year of service as an AmeriCorps VISTA, AmeriCorps State and National, AmeriCorps NCCC, PeaceCorps, and other CNCS programs
- Strong written and verbal communication skills, including public speaking skills.
- Strong people skills, with ability to form effective working relationships with a wide range of people.
- Strong organizational skills and ability to drive multiple simultaneous projects to completion.
- At least 18 years of age.
- A United States Citizen, National, or Permanent Resident.
- Bachelor’s degree or higher.
- Must be able to lift 35 pounds
- Must have a valid driver’s license
- Available to begin serving on October 26, 2020 for a one-year term.

To Apply
Send a resume and cover letter to amanda.dolan@ourhouseshelter.org. In the subject line, include the title of the position or “Year-Round VISTAs at Our House” if applying to more than one. There are two more steps to the application process after we receive your resume.

This position must be filled by October 2nd. Priority will be given to applications received by September 10th.

Our House is a drug-free workplace.