

## SERVICE DESCRIPTION

- Position:** AmeriCorps VISTA in the Piedmont (VIP) Team Member
- Reports to:** Senior Director of Engagement
- Purpose:** To increase the capacity of area nonprofit organizations and collective impact work in the areas of Behavioral Health and Financial Stability. This position is considered full-time and works 35 – 45 hours per week. This position is a stipend volunteer role.
- Timeline:** July 8, 2019 – July 6, 2020 OR July 22, 2019 – July 20, 2020

### Summary:

United Way of the Piedmont in Upstate South Carolina is looking for 11 high-impact, results-driven candidates to lead the way in our collective impact approach to alleviating poverty. Join our dynamic team to be part of grassroots change in Spartanburg, Cherokee, & Union Counties increasing access to behavioral healthcare and increasing financial stability.

AmeriCorps VISTA members serve full-time in an area nonprofit agency and spend 10% of their time working collaboratively to address community-wide issues.

This is a great opportunity for recent graduates, retirees, career-changers, or anyone who is interested in starting a career in the nonprofit field.

### Minimum Job Requirements:

To qualify for this position, an individual must meet the following minimum requirements:

- High school diploma / GED with one year of professional experience or commensurate educational experience;
- Effective oral, written, and verbal communication skills;
- Ability to work with people from a variety of backgrounds;
- Proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint;
- Basic organizational skills;
- Ability to work independently;
- Willingness to learn new skills; and
- Ability to read, write, understand, and speak English fluently.

### Job Responsibilities:

The AmeriCorps VISTA Member will be responsible for increasing the capacity of an area nonprofit organization to provide behavioral health and financial stability services through the following activities:

- Grant writing and fund development
- Volunteer recruitment and training
- Marketing and communications

- Program assessment, development, and implementation
- Data collection, research, and analysis
- Community outreach and engagement

In addition to these site-specific responsibilities, the AmeriCorps VISTA Member also spends 10% of their work time at United Way of the Piedmont on the following activities:

- On-Site Orientation and Training
- Professional development seminars
- MLK Day of Service planning committee
- Community Projects – in collaboration with either the Behavioral Health Taskforce or the Financial Stability Taskforce, the AmeriCorps VISTA Members will work in teams to address community-wide issues, conducting research, developing program materials, and establishing partnerships.

In addition, the AmeriCorps VISTA Member must fulfill the following organizational requirements:

- Uphold the mission, vision, and values of the United Way of the Piedmont;
- Adhere to all personnel policies and practices outlined in the United Way of the Piedmont's Employee Handbook;
- Keep immediate supervisor informed of all pertinent information related to outlined job responsibilities.

**Benefits of Service:**

- Nationally recognized pre-service orientation and training provided
- Robust professional development opportunities
- Skill-building workshops
- Leadership and project management skill development
- \$12,277 annual living stipend
- Relocation reimbursement available for relocation in excess of 50 miles
- Health coverage available
- Child care benefits available
- Federal student loan deferral and payment of accrued interest on eligible loans
- Access to basic household and personal hygiene supplies through United Way of the Piedmont's Gifts in Kind Center
- \$6,095 education award or \$1,800 cash stipend awarded at successful completion of service
- One year of federal Non-Competitive hiring eligibility status upon successful completion of service term

Site-specific job duties and application instructions available online at [www.vistasinthepiedmont.org](http://www.vistasinthepiedmont.org).