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:  

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.