UNITED WAY OF THE PIEDMONT

Position Description

Title: Community Engagement VISTA

Reports To: Corporate Engagement Associate

Status: Full-time stipended AmeriCorps VISTA member

Core Hours: Monday – Friday, 8:00 AM – 5:00 PM: Must be able to work a flexible schedule with the possibility of some early mornings, evenings, and occasional weekends

Date: July 20, 2020 – July 19, 2021

Position Objective: The Community Engagement VISTA will support and increase the capacity of the United Way of the Piedmont (UWP) Engagement team to increase the number of community nonprofits implementing effective volunteer practices and increase the number of community volunteers successfully placed by UWP. The VISTA will develop volunteer opportunities to support UWP’s Financial Stability goals of increasing the number of financially self-sufficient individuals and families in the Spartanburg, Cherokee, & Union County communities.

Volunteer Engagement (60% of time)

1. Increase the number of community nonprofits implementing effective volunteer practices.
   - Develop a series of learning opportunities for local nonprofits to share best practices, improve use of Get Connected, and promote collaborative problem-solving
   - Develop & deploy training assessments; analyze results and make future recommendations
   - Implement a community volunteer engagement survey to gather baseline data about the use of volunteers within the nonprofit sector locally
   - Analyze survey results, creating a summary presentation to share with UWP staff and board members and community members

2. Expand community involvement in Quarterly Projects and Days of Service.
   - Evaluate past community involvement and identify areas for growth, particularly among underrepresented population groups
   - Develop a targeted outreach & communication plan in collaboration with Engagement & Marketing staff
   - Deploy outreach plan, collaborating with other UWP departments as appropriate
   - Facilitate logistics for community members and collect feedback, impact stories, and appropriate data for internal assessment

3. Engage students at the nine local higher education institutions in the United Way of the Piedmont footprint to develop future advocates and donors.
   - Increase collegiate engagement in volunteer and advocacy opportunities through outreach
   - Evaluate engagement strategies and effectiveness
   - Develop a strategic engagement plan to involve college students in UWP’s work, specifically financial stability work
   - In collaboration with Engagement staff, implement plan and assess results

4. Document departmental processes and procedures to ensure sustainability.

Data Visualization (20% of time)

1. Develop dashboards and data visualizations to demonstrate impact of volunteer engagement.
   - Complete training in StratusLive and Results-Based Accountability
   - Identify targeted outcome measures and develop data measurement systems if needed
- Design and implement dashboards and data visualizations to demonstrate impact and value of volunteerism
- Make recommendations for process improvements

2. Increase efficiency of processes
- Work with UWP Data Manager to identify and implement workflows, import procedures, and a training guide

**Resource Development (10% of time)**
1. Increase resources available to support volunteerism in the community.
   - Research other United Ways to identify methods of generating revenue or sponsorship support for volunteerism
   - Make recommendations to Engagement staff for revenue-generating activities
   - Identify potential engagement grant opportunities
   - In collaboration with Corporate Engagement Associate and Resource Development team, identify potential engagement sponsorship opportunities (e.g., branded bags for Bags of Love)
   - Write proposals, grants, and make pitches to corporate partners
   - Develop and implement impact tracking tools to deliver results back to funding partners

**VISTA Community Projects (10% of time)**
1. Participate in a supplemental project with other VISTA members designed to foster collaboration and problem-solving for (a) community-wide issue(s).
2. The VISTA team will gather two half-days each month to share different perspectives and experiences gained through their work on-site and work together on (a) project(s).

**Benefits of Service**

VISTA members receive a modest living stipend ($12,800/yr), professional development, and training. A childcare allowance, health benefit, and student loan forbearance. A $100/month housing stipend is available, payable directly to non-relative landlords.

All AmeriCorps VISTA members who successfully complete their year of service are eligible to receive either an Education Award or a cash award, non-competitive eligibility for government job openings, and access to an extensive member network.

**Competencies**
- Passion for United Way Mission & Values
- Collaboration
- Results-Oriented
- Brand Steward
- Initiative
- Responsibility
- Excellent Communication Skills
- Time/Project Management
- Technologically Proficient
- Eye for detail

**Education and/or Experience**
- Bachelor’s degree in Nonprofit Management, Marketing, Communications, Sociology, Public Relations, or related focus. At least one semester of experience as a volunteer, leader of volunteers, or within the nonprofit sector. **Alternately**, an Associate degree in a related field and one year of experience in volunteer programs and/or the nonprofit sector.

**Required Skills**
- Proficiency in Microsoft Word, Excel, and Powerpoint
- Excellent customer service skills
• Strong interpersonal skills and ability to function as a member of a team
• Dependable, thorough, and attentive to details
• Interacts and establishes rapport with diverse individuals and groups
• Prioritize, execute, and shift between multiple assignments and projects while meeting deadlines
• Demonstrates initiative and the ability to work independently
• Fluent in English language, both oral and written, including correct punctuation, spelling and grammatical usage

Preferred Skills
• Knowledge of the Spartanburg, Cherokee, and/or Union communities
• Familiarity with general office equipment
• Prior experience designing and implementing training programs
• Prior experience creating and implementing volunteer programs and training
• Experience with Get Connected digital volunteerism platform
• Proficient with Microsoft CRM or StratusLive
• Experience with Canva or other graphic design programs

Other Minimum Requirements
• Valid driver’s license and access to transportation throughout the workday
• Ability to lift 25 pounds occasionally
• Ability to work early morning, evening, or weekend hours occasionally as needed and with notice

To apply, please email cover letter & resume to Carly Burns at cburns@uw piedmont.org.

Equal Opportunity Employer

Employer of National Service: AmeriCorps, Peace Corps and other National Service alumni are encouraged to apply

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Team members may be required to perform any other job-related instructions as requested by their supervisor.