



Title: VISTA Development Coordinator, Stewards Individual Placement Program

Date: 03/21/2019

Reports to: Program Director

Salary: Group 3: (\$32,000-\$36,000)

Location: Beckley, WV

Status: Full Time

Benefit Eligible: Full

Summary:

The VISTA Development Coordinator is responsible for the identification, engagement, and development of both AmeriCorps VISTA project sites and service members. This position works with the Program Director to identify opportunities for VISTA member placements and will collaborate with Program Coordinators in candidate recruitment best practices. This position will also participate in the research of grant funding opportunities for current at potential project sites in order to make participation in the AmeriCorps VISTA program more feasible. This position will attend site development and member recruitment events.

Essential Responsibilities and Functions:

Partner & Site Development

- Research known and unknown non-profit/agency partnerships within current industries and sectors with consideration of organizational mission and goals
- Perform cold calls, produce email campaigns, and utilize referrals to gauge interest and fit for future AmeriCorps VISTA project placements
- Facilitate development webinars/calls with potential sites to communicate programming goals, application process details, and AmeriCorps VISTA information
- Assist in the development of new initiatives—providing feedback to Program Director and Partnerships Manager; participate in meetings and leadership calls as needed
- Support current projects through site application renewal on an annual basis
- Review, provide feedback, and submit application materials to CNCS Program Officer and/or initiative partners on behalf of project sites.
- Collect and file all site application materials; maintain and perform periodic audits
- Identify ways to improve application materials and application process, looking for more effective and efficient implementation in line with program partner expectations and requirements
- Assist Program Director in updating and improving marketing materials to maximize outreach and program knowledge.

Member Recruitment

- Assist upcoming and renewing sites with member recruitment process
- Perform recruitment best practices orientation with all upcoming and renewing site supervisors to ensure roles and responsibilities are understood and built for success

- Pull, review, log, and submit applications to site supervisors for review
- Collect and file recruitment selection paperwork; maintain and perform periodic audits
- Facilitate hand-off of site and selected member to assigned Program Coordinator
- Research known and unknown service member recruitment practices to identify places for improvement and new avenues for success
- Assist Program Director in updating and improving marketing materials to maximize candidate engagement and program awareness.
- Attend candidate recruitment events
- Create web-based postings to attract applicants using known and unknown platforms

Grants Identification Support

- Research known and unknown grant funding opportunities to support VISTA projects
- Assist Program Director in grant and report writing activities as it relates to new and current grant materials
- Collaborate with Program Coordinators to understand site and member needs; identify future opportunities
- Create and disseminate member and supervisor RFP weekly email
- Identify sites most eligible for supplemental funding and resources

Information & Systems

- Ensure CRMs system is accurate and up to date for program wide use.
- Catalog contact and organizational information for future engagement utilizing internal systems
- Generate various reports to allow Program Coordinators access to updated site and member recruitment statuses, communicate progress to Program Director and assist in report data collection

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Development Coordinator is required to sit, stand, walk, speak and hear. The Program Development Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Program Development Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Experience in customer service, communication, and remote meeting facilitation
- Minimum of three (3) years of experience in nonprofit or program management
- Flexibility, adaptability and capacity to work in a fluid, changing work environment
- The ability to communicate effectively with all partners and staff in the organization and to understand administrative needs as they arise
- Minimum educational experience: Bachelor's degree in related field

- Valid driver's license and an insurable driving record
- Proficient in computer programs, databases and social media
- Must be able to pass a criminal history background check
- Ability to travel intermittently by road or air

Preferred Qualifications:

- Previous experience with a Corps or youth service organization
- Bachelor's Degree required
- Interest and motivation to research, learn, and problem solve
- Experience with CRM systems, SharePoint, and other Microsoft applications a plus

How to apply:

Please send a cover letter expressing why you are interested in this position and a resume with three professional references via email to Program Director, Caroline Smith, at caroline@conservationlegacy.org. This position will remain open until filled, with preference given to applications received by April 19, 2019.