



SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

Position Title: Housing & Homelessness VISTA

Reports to: Director of Litigation & Housing Justice

Location: Chicago, IL

Organizational Description: The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice and improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Position:

The **Housing and Homelessness VISTA** supports the work of the Shriver Center's Housing Justice unit to protect housing rights and expand housing opportunities for individuals and families with low income.

Responsibilities:

The AmeriCorps* VISTA member will participate in the following activities to assist the Shriver Center's housing unit:

- Assist in research to advance policies related to affordable housing and other housing issues faced by people with low incomes
- Provide research and administrative support for federal civil rights lawsuits, administrative complaints, and other legal proceedings
- Provide research support and write summaries, newsletter articles, fact sheets, and memoranda for advocates, coalitions, working groups, community organizations, and clients
- Provide research assistance on housing policies related to domestic violence, dating violence, sexual assault, and stalking.
- Track local and national news for articles relevant to the housing unit's work.
- Track local and national legislation for issues relevant to the housing unit.
- Participate in a variety of special projects with housing and other Shriver Center advocacy staff attorneys.
- Attend meetings and assist in reporting, service days and other requirements of the AmeriCorps*VISTA program.
- Other duties as assigned.

Qualifications:

- Bachelors degree preferred
- Excellent oral/written communication, organization, and time management skills
- Dedicated, independent, and detail-oriented worker committed to the Shriver Center's policy issues
- Proficient in Internet research, Microsoft Word, and Microsoft Excel
- Familiarity with GIS/mapping software a plus but not required
- Familiarity with housing issues a plus but not required

Salary/Benefits:

Please note that this is a 12-month volunteer position with benefits funded by the AmeriCorps Volunteers In Service To America (VISTA) program. Benefits provided by the AmeriCorps*VISTA program include a monthly living allowance, a health plan, and after successful completion of the term – an Education Award that can be used to repay students loans or for future education expenses. Federal student loans may be deferred during the 12-month commitment. The Shriver Center also provides a transportation stipend.

Deadlines:

This position has a start date of August 14, 2017.

How to Apply:

To be considered for this position, please send a cover letter, resume, and references to Emily Bloom-Carlin at emilybloomcarlin@povertylaw.org. For more information, visit our website at www.povertylaw.org.