SHRIVER CENTER
Sargent Shriver National Center on Poverty Law

50 E. Washington St., Suite 500
Chicago, Illinois 60602

312.263.3830
www.povertylaw.org

Position Title: *Economic Justice VISTA*
Reports to: Director, Economic Justice
Location: Chicago, Illinois

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 Description:
The Shriver Center's Economic Justice VISTA provides assistance to Shriver Center attorneys in advocating for the economic interests of poor people by ensuring access to income support programs. These programs include the Supplemental Nutrition Assistance Program, the Temporary Assistance for Needy Families program, and the Child Care Assistance Program. Access to income supports provides a basic level of economic stability and gives individuals opportunities to increase their earning capacity and move out of poverty.

Responsibilities:
The Economic Justice VISTA will support the economic justice efforts of the Shriver Center, including:

- Assist with national efforts to move low-income and welfare-to-work populations into the economic mainstream.
- Track national and state policies and laws on relevant issues.
- Draft public benefits brochures to improve financial literacy of consumers.
- Attend conferences and meetings on relevant issues.
- Assist in the project management of statewide coalitions, which includes policy development, building constituency, communications, and outreach.
- Assist with the communication and outreach by writing research papers, fact sheets, and blog articles.
- Organize meetings, develop meeting agendas, notes, and communication pieces, evaluations and

analysis, and nationwide outreach/promotion.
- Participate in a variety of special projects with 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.

Additional Qualifications:

- College graduate preferred
- Excellent oral/written communication skills
- Excellent research skills
- Ability to work with diverse groups
- Excellent organization and time-management skills
- Proficient in Microsoft Word and web-based research
- Experience with data manipulation in Microsoft Excel
- Excellent public speaking skills
- Ability to function both in a team and independently
- Familiarity with the Shriver Center's policy issues

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 include a monthly living allowance, a health plan, a transportation stipend, and, after successful completion of the term, an Education Award that can be used to repay student loans or for future education expenses. Student loans may be deferred during the 12-month commitment.

Deadlines:
An applicant must be selected by June 23, 2017. There is a mandatory AmeriCorps*VISTA pre-service training August 8-11th, and this position has a start date of August 12th.

How to Apply:
To apply for the Economic Justice and Asset Opportunity VISTA position, please email resume, cover letter, and references to Chelsea Diaz at chelseadiaz@povertylaw.org. Applications will be reviewed on a rolling basis.

Please visit www.povertylaw.org for more information.