



SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

VISTA Announcement

Position Title: Employment & Community Justice VISTA

Reports to: Director, Community Justice

Location of Job: Chicago, IL

Organization Overview

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 to 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 Employment & Community Justice VISTA will support the efforts of the Shriver Center to create and promote legal and policy solutions to improve access to employment and improved working conditions for low-income workers, including reducing the negative impact criminal justice involvement has on job seekers and workers. The VISTA will also support the efforts of the Shriver Center to integrate workforce development with economic development, and education and vocational training, so that low-income Illinois job seekers and workers build lasting skills, access post-secondary education and work supports, and obtain career path employment leading to economic security and advancement. In addition to supporting the Shriver Center's employment activities, the Employment & Community Justice VISTA will help with research, organization and documentation of the Shriver Center's growing community justice efforts.

Responsibilities:

- Assist and support our workforce and economic development activities, including state and local implementation of the federal Workforce Innovation and Opportunity Act (WIOA) and fair workplaces initiatives
- Assist and support our efforts to reduce the negative impact of involvement with the criminal justice system) on employment and employment opportunities
- Assist in the development of informational materials and manuals, including updating Getting Ahead: An Adult Student's Guide to Public Benefits in Illinois
- Plan and implement marketing, outreach, and training activities to promote Getting Ahead
- Assist in monitoring workforce and economic development policies and programs on the federal and state level, including those related to TANF, SNAP and WIAO

- Represent the Shriver Center in the monthly Workforce Development Working Group and other meetings, trainings and events of workforce organizations and advocates
- Conduct research related to community justice initiatives and prepare informational memos for advocate
- Contribute to organizational knowledge management goals by developing systems for helping the advocates organize their materials in the online document management system and community partners and activities into the constituent relationship management system
- Research and contribute articles monthly to the WomanView newsletter, and to the Shriver Brief blog and other publications as needed
- Provide logistical support for staff with regards to meetings, conferences and media events;
- Complete all required VISTA program reports and activities
- Participate in a variety of special projects with other advocacy staff and VISTAs as needed

Requirements:

- Bachelor's degree
- Experience working on workforce, community justice and/or economic development issues a plus
- Active interest in and desire to learn more about issues that impact low-income people
- Ability to work independently and as a team player, be a self-starter, balance multiple responsibilities, and flexibility within a changing work environment
- Strong organization, research, and documentation skills preferred. Must be detail oriented
- Strong oral, analytic, and written communication skills
- Ability to represent self and program in a professional and enthusiastic manner to the public
- Familiarity and facility with a Microsoft Office system (Word, Explorer, Excel, PPT, etc.); knowledge of social media tools and database systems helpful
- Open to learning skills within outreach and advocacy initiatives
- Spanish-speaking a plus

Salary/Benefits: Please note that this is not a job, but a one-year volunteer position with benefits funded by the AmeriCorps*Volunteers in Service to America (VISTA) program (www.americorps.gov). 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 students loans or for future education expenses. Federal student loans may also be deferred during the 12-month commitment.

Opening/Closing Date: Open immediately; closed 10/20/17.

Applications: To be considered for this position, please send a cover letter, resume, writing sample, and three references to Margaret Stapleton at hr@povertylaw.org. For more information, visit our website at www.povertylaw.org.