



# SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

## **VISTA Announcement**

**Position Title:** Training & Engagement VISTA

**Reports to:** Vice President, Advocate Resources & Training Programs

**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. The Shriver Center achieves its mission through two interconnected programs: advocacy and advocate resources and training. We advocate for and serve clients directly, while also building the capacity of the nation's equal justice providers to advance justice and opportunity for their clients.

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 Advocate Resources & Training Program VISTA helps the Shriver Center to create a more just and equitable society by providing advocates with the full range of education, training, and leadership development resources they need to obtain justice for their clients. The VISTA will help support core training programs while also helping to expand the national Racial Justice Training Institute and Leadership programs. The VISTA will also help launch new multimedia content on the Clearinghouse Community, the Shriver Center's online space for advocates to connect and find tools to advance their work on behalf of low-income people.

### **Responsibilities:**

#### **Clearinghouse Community:**

- Implement a new video and podcast interview series, The Witness;
- Post and update content on the Clearinghouse Community site, including finding and editing images;
- Edit Advocacy Exchange video recordings;
- Edit and post podcast version of Advocacy Exchange episodes;
- Integrate a document supplement into the online Federal Practice Manual for Legal Aid Attorneys

#### **Training Programs:**

- Support instructional teams in running training courses, including assisting with online course platforms and providing logistical support as needed;

- Assist with the coordination of logistics for in-person and online training events including Racial Justice Training Institute;
- Create online registration pages for training programs and Clearinghouse Community events;
- Enroll participants in training events and assist them with use of the training course platform;
- Assist course participants in obtaining national Continuing Legal Education accreditation;
- Generate training program reports as needed;

**General:**

- Help digitize department files and enter department contacts into the customer relationship management system;
- Other projects as assigned.

**Qualifications:**

- Bachelor's degree preferred
- Education or training experience preferred
- Proficiency in commonly used Microsoft Office programs (Word, Publisher, Excel, Powerpoint.) required and some facility with databases, InDesign and/or Drupal preferred
- Experience using social media to support communications and marketing a plus
- Experience and comfort with basic webpage content editing, video editing, photo editing, and podcasting
- Comfort working with a remote team (i.e., ability to communicate through email and video calls)
- Ability to work independently and as a team player, be a self-starter, balance multiple responsibilities, and be flexible with a changing work environment
- Strong project management, organization, 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
- Strong customer service skills and ability to work with a broad range of people
- Ability to participate in occasional out of state travel to support onsite national training programs

**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](http://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.

**How to Apply:**

To be considered for this position, please send a cover letter, resume, writing sample (applicant must be sole author), and references to Ellen Hemley at [hr@povertylaw.org](mailto:hr@povertylaw.org). Position will begin in November 2017. For more information on the Shriver Center, please visit our website at [www.povertylaw.org](http://www.povertylaw.org).