

Job Announcement: May 17, 2018

Position Title: VISTA Leader
Reports to: Human Resources Administrator
Supervises: N/A
Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, health care justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Shriver Center is seeking a dynamic, mission-driven AmeriCorps*VISTA Leader to expand and build the capacity of the Shriver Center's AmeriCorps*VISTA program and to support the Shriver Center's AmeriCorps*VISTAs in successfully completing their one-year individual service projects. The AmeriCorps*VISTA Leader supports the Shriver Center's Human Resources Administrator and AmeriCorps*VISTA supervisors with recruiting, onboarding, and mentoring AmeriCorps*VISTAs as well as assisting with benefit administration and program reporting requirements and helping to coordinate their activities to increase the impact of their projects. The AmeriCorps*VISTA Leader assists the Shriver Center in achieving its program objectives and developing new project activities and sources of community support. The AmeriCorps*VISTA Leader should set an example of leadership for the Shriver Center's VISTAs, ensure positive relations, facilitate idea-sharing, and mediate issues with the community, project, supervisors, and AmeriCorps*VISTAs.

Responsibilities:

- Assists with the AmeriCorps*VISTA recruitment process in support of the Shriver Center's efforts to improve diversity, equity and inclusion, which includes developing AmeriCorps*VISTA assignment descriptions, identifying new places to post jobs, cultivating relationships with local schools, and attending and representing the Shriver Center at job fairs;
- Assists with onboarding of AmeriCorps*VISTAs and new hire orientation for supervisors to ensure that new AmeriCorps*VISTAs and their supervisors are fully informed of expectations of service and restrictions on activities;
- Serves as a resource to AmeriCorps*VISTAs regarding benefits and expectations of service and ensures that every AmeriCorps*VISTA has the support they need to succeed at the Shriver Center;
- Leads monthly VISTA meetings and meets at least monthly with each AmeriCorps*VISTA and at least quarterly with their supervisors to ensure that work plans are being followed, weekly check-ins with supervisors are occurring, regular feedback is being given, and performance evaluations are being completed;
- Ensures that AmeriCorps*VISTAs have an appropriate workload and clear assignments to be able to continue to move their projects forward at all times, especially while supervisors are traveling or out of the office;



- Designs and delivers professional development trainings for AmeriCorps*VISTAs, including resume workshops, interview preparation, and career planning, and works with AmeriCorps*VISTAs to coordinate guest speakers and other activities;
- Collects and organizes data to complete annual AmeriCorps*VISTA grant proposal, agreements, and progress reports; and
- Other duties as assigned.

Requirements:

- Successful completion of at least one year of AmeriCorps*VISTA service;
- Bachelor's degree;
- Experience mediating conflict between individuals; successful mediating across positions of power preferred;
- Experience managing, tracking, and implementing projects;
- Demonstrated commitment to social justice and advancing racial equity;
- Experience working across lines of difference and working with and in economically and racially diverse communities preferred; and
- Demonstrated commitment to the Shriver Center's mission, vision, and values.

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 healthcare plan, a housing stipend, a transportation stipend and, after successful completion of the term, an end-of-service cash stipend or 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: Application deadline is June 22, 2018.

Applications: Send a cover letter and résumé to hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

