



## VISTA Aligns Position Description

Position Available: April 2019

Position/Title: Development and Outreach Coordinator VISTA

Job Site: Manna Food Pantries

Exempt/Non-exempt: Exempt

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**General Description:** The Development and Outreach Coordinator VISTA will continue to enhance and expand the organization's capacity to coordinate in-kind support through food drives and events. This VISTA will also continue enhancing the current grant management process and fund development strategies to increase support for the organization, especially related to the capital campaign.

### Qualifications:

#### *Required:*

- High School degree.
- Minimum of 18 years of age, US citizen or permanent resident status.
- Ability to work collaboratively with a wide range of people and personalities.
- Basic aptitude in use of general office equipment.
- Computer skills, including the ability to use standard office software, email and internet support.
- Maintains a professional manner in order to work with the volunteers, staff and community.

#### *Preferred:*

- Previous volunteer experience, employee management experience, and/or national service experience.
- Grant Writing experience
- Associate or Bachelor's Degree in relevant field of study

### Physical Requirements:

- Sit at work station for long periods (4-8 hours).
- Lift 15-25 lbs.

### Stipend and benefits

The Development and Outreach Coordinator VISTA will receive a monthly stipend of \$472.77 (paid bi-weekly), health care benefits, child care assistance (if needed), relocation travel allowance, and student loan forbearance and deferment while in service. After successful completion of their service, VISTAs receive either a \$1,800 stipend or a Segal AmeriCorps Education Award of \$5,920 to pay for college, graduate school, or to pay back qualified student loans. During service, members receive 10 vacation days and 10 sick days. To learn more about VISTA benefits, visit <https://www.vistacampus.gov/in-service/benefits-service>.

### One year position

This is a one year commitment to serve as an AmeriCorps VISTA with United Way of Escambia County or Local Partner Agencies as part of the VISTA ALIGNS program.

### Application instructions

To apply, please email a cover letter and resume to:

*National Service Manager: [vista@unitedwayescambia.org](mailto:vista@unitedwayescambia.org)*

*Please include in the subject line: "Development and Outreach Coordinator VISTA"*

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