



VISTA Aligns Position Description

Position Available: May 2019
Position/Title: VISTA Leader
Job Site: United Way of Escambia County
Exempt/Non-exempt: Exempt

General Description: The VISTA Leader will continue to enhance United Way of Escambia County's AmeriCorps VISTA ALIGNS program by supporting VISTA members across Escambia and Santa Rosa Counties, maintaining and expanding the development of sustainable VISTA Infrastructure, and coordinating VISTA member events.

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.
- One year of prior AmeriCorps or PeaceCorps experience.

Preferred:

- Previous volunteer experience, employee management experience, and/or national service experience.
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint, etc.)
- Recruitment experience
- Leadership/management 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 VISTA Leader 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

Please include in the subject line: "VISTA Leader"

Drug Free Workplace and Equal Opportunity Employer