

AmeriCorps VISTA Position Description

Host Site Name: Community Vision, Inc. (CVI)

Location: 1750 SW Skyline Blvd., Suite 102, Portland OR 97221

Supervisor Name: Allison Falleur **Title:** Assets Program Coordinator

Position Title: Dream Builders Program Specialist

Location: Portland, Oregon

Closing Date: 6/20/2013

Type: Full time – 40 hours per week

Compensation: Americorps VISTA Stipend: \$11,352

Duration: One year: 8/31/2013 – 8/30/2014



Join an amazing staff team and be on the ground level - developing a wonderful program to support people with disabilities in the Portland Metro area.

Summary of Position:

Community Vision, Inc. (CVI) seeks an engaged, self-motivated AmeriCorps VISTA member to serve a year in Portland, OR, as the Dream Builders Program Specialist. The member will be responsible for expanding CVI's organizational capacity to serve low-income people with disabilities. The Dream Builders Program will provide individuals with tools to enable long-term future planning for young adults with disabilities, and will provide financial asset building opportunities for program participants. The VISTA member will participate in a number of activities associated with the development and implementation of the Dream Builders program. Components of this project include identifying, researching, and developing tools, marketing materials, resources, and fundraising materials for the Dream Builders program. Founded in 1989, Community Vision is excited to add the Dream Builders Program to its comprehensive group of services.

Major Responsibilities/Activities:

- Work closely with CVI VISTA Supervisor, Executive Director, and Development Director to develop Dream Builder program materials and community organization partnerships
- Create and/ or identify resources for training participants in Dream Builders program
- Develop, prepare, and arrange for the distribution of promotional materials for community outreach
- Assist in the development internal policies and procedures for Dream Builders program
- Develop, with staff and external partners, progress and outcomes indicators for program; Create and implement internal database to track Dream Builders participant data
- Provide regular reports to CVI staff, Board, and partner organizations on status, activities, and program needs
- Write outcome reports, articles for website, CVI newsletter, and press releases to document outcomes and increase program exposure
- Work with Development Director to conduct research on potential funding sources; Assist in development of funding proposals to support Dream Builders program

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Preferred Qualifications:

- Positive team player approach to work
- Strong writing and computer skills, including experience with database management
- Good public speaker and strong ability to do community outreach
- Organized, creative and entrepreneurial spirit, a “Can-do” attitude!
- Skilled project management and communication with internal and external stakeholders
- Interest in supporting young adults with disabilities
- Fund development experience a plus
- Four-year degree in business administration, public administration, nonprofit management, social services, or a related field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the required duties

AmeriCorps VISTA Benefits:

- A living allowance, dispersed bi-weekly. Multnomah County: \$11,352 annually.
- An education award of \$5,550 OR a stipend of \$1,500 upon successful completion of service
- Health care
- Relocation Allowance
- Loan forbearance on qualified student loans
- Interest accrual payment on qualified student loans
- Child care (if eligible)
- Training and professional development opportunities
- Extensive network of AmeriCorps Alums and VISTA volunteers in the Portland area
- Be part of the Oregon Asset Building Corps network, part of Mercy Corps Northwest
- Non-competitive eligibility for federal government service (for one year after service)
- Bus Pass provided (if commuting by bus)

To apply:

All applicants must apply through the Americorps portal. Applications will then be routed to CVI. Please click the link below and complete your application.

<https://my.americorps.gov/mp/listing/viewListing.do?id=50995&fromSearch=true>

If you have specific questions regarding the position, you may contact Community Vision at 503-292-4964 x124 or valerie@cvision.org. For more information about Community Vision, please visit <http://cvision.org/>

Accepting applications through 6/20/2013.