



## AmeriCorps VISTA Leader

### About Cities of Service

A national nonprofit organization, Cities of Service helps mayors and city leaders tap the knowledge, creativity, and service of citizens to solve public problems and create vibrant cities. The organization provides technical assistance, programmatic support, planning resources, and funding opportunities to cities and their leadership.

Founded in 2009 by New York City Mayor Michael R. Bloomberg, Cities of Service was initially incubated within Bloomberg Philanthropies and began operating as an independent entity in February 2014. Today, Cities of Service supports a coalition of more than 225 cities whose mayors and chief executives represent nearly 55 million people in 45 states, and more than 10 million people in the UK.

### Position Overview

Cities of Service is seeking three AmeriCorps VISTA Leaders to support three of our national programs: the Prepared Together AmeriCorps VISTA Program, the Resilience AmeriCorps VISTA Program, and the Love Your Block AmeriCorps VISTA Program. To be eligible, candidates must have completed at least one term of full-time service with an AmeriCorps, NCCC, or Peace Corps program and have displayed exceptional leadership and passion for national service.

The VISTA Leaders will be housed at the Cities of Service office in New York City and will play an important role in the recruitment, retention, and performance of AmeriCorps VISTA members placed in US cities across the country. Short descriptions of each program are provided below.

#### **Prepared Together AmeriCorps VISTA Program (Spring, 2017)**

VISTA Leader will provide programmatic and administrative support to 10 AmeriCorps VISTA members serving in 5 cities across the country. Prepared Together VISTA members implement Impact Volunteering initiatives that engage citizen volunteers to better prepare their cities for natural or man-made disasters.

#### **Resilience AmeriCorps VISTA Program (Summer, 2017)**

VISTA Leader will provide programmatic and administrative support to 20 AmeriCorps VISTA members serving in 10 cities across the country. Resilience AmeriCorps VISTA members support the development of Impact Volunteering initiatives that engage community residents to improve resilience in low-income neighborhoods.



### **Love Your Block AmeriCorps VISTA Program (Summer, 2017)**

VISTA Leader will provide programmatic and administrative support to 13 AmeriCorps VISTA members serving in 7 cities across the country. Love Your Block VISTA members support their Mayor's priority initiative to plan and implement neighborhood revitalization through citizen engagement and community-led projects.

#### **Duties & Responsibilities**

- Foster community among the cohort through webinars, conference calls, and trainings that facilitate information sharing and peer learning
- Serve as a source of knowledge on navigating life as a VISTA and provide positive energy, motivation, and support to the cohort
- Capture stories, best practices, and resources from the designated AmeriCorps VISTA Program to share with Cities of Service staff members, the Cities of Service coalition, and external stakeholders
- Support cities in recruitment and interviewing of VISTA member candidates
- Support city leads in planning their on-site orientations for VISTA members
- Develop and deliver professional development workshops and webinars
- Maintain regular phone and digital communication with the VISTA members to track their progress in implementing their VISTA Assignment Description
- Support the AmeriCorps VISTA members in planning and implementing their city's Impact Volunteering initiative
- Identify and cultivate partnerships with subject-matter experts who can provide technical expertise and enhance programming for the VISTAs
- Act as a spokesperson for the designated AmeriCorps VISTA Program as needed
- Participate in training events, including the Corporation for National and Community Service's VISTA Leader Orientation
- Plan and facilitate in-person training for the VISTAs, including Cities of Service's Annual Convening for VISTA members

#### **Qualifications**

- Bachelor's degree
- Must have successfully completed at least one full-time term of national service
- City government experience a plus



- Community outreach or volunteer project management experience a plus
- Strong oral and written communication skills; strong organizational and computer skills; comfortable with public speaking
- Experience facilitating trainings and webinars preferred
- Detail-oriented
- Ability to work in fast-paced environment
- Must be willing to learn, work hard, and teach others
- Sense of humor
- Desire to change the world

### **Duration & Benefits**

- One-year term beginning in spring or summer 2017
- Modest living allowance
- Relocation assistance not to exceed \$1,000 (exact amount will vary as it will be calculated on distance)
- Monthly MetroCard for local NYC travel
- Health benefits in accordance with the provisions of the administrative contract between the Corporation for National and Community Service and the benefits provider
- VISTA Leaders who have not already received two Eli Segal Award enrollments may opt for the education award upon completion of their full year of service, currently \$5,815
- VISTA Leaders who do not choose the education award accrue a \$250-per-month stipend, which they receive upon completion of their full year of service as a Leader

### **To Apply**

Interested, qualified applicants should submit a cover letter addressing their interest, experience, and qualifications for the position along with a resume to [VISTA@citiesofservice.org](mailto:VISTA@citiesofservice.org). Please reach out to us with any questions.