

**JOB TITLE: AmeriCorps VISTA Project Assistant**

**DEPARTMENT: Statewide Initiatives**

**TEAM: VISTA**

**REPORTS TO: Nick Thompson (*he/him*), Statewide Initiatives Manager**

**ABOUT THN:**

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the Texas Balance of State Continuum of Care (TX BoS CoC), which covers 215 counties in the state. We are a dynamic non-profit organization committed to designing and implementing community-wide policies and programs grounded in collaborative partnerships, data-driven decision making, as well as innovation, bold thinking, and creativity.

**DESCRIPTION:**

THN is seeking a personable and energetic team member to join us as an AmeriCorps VISTA Project Assistant to manage our statewide team of AmeriCorps VISTA members. As the VISTA Program Assistant, you will primarily be responsible for meeting with current VISTA members, site supervisors, and recruiting for open positions.

**The position is funded until May 31st, 2022. There is a possibility of continued employment if new project funding is awarded.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**VISTA Program Management (100%)**

**VISTA Host Site Support**

- Work with host sites on member recruitment and the placement process to include selecting and conducting a phone interview with qualifying candidates prior to recommending to subsites;
- Work to identify non-compliance issues and may develop recommendations to management on steps to resolve non-compliance ranging from corrective action plans to termination of site placements; develops and monitors corrective action plans for sites in assigned portfolio. Keep President/CEO and direct supervisor informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of resources;
- Assist in identifying and assembling subject matter for training of site supervisors and schedules time and space for training;

- Provide technical assistance for developing strong VISTA projects;
- Conduct site visits to host sites throughout year, as necessary;

#### Member Support

- Run a recruitment campaign for members;
- Support candidates throughout the member recruitment and placement process;
- Train and orient AmeriCorps VISTA members;
- Set up regular communication to ensure success of VISTA project;
- Provide any necessary training throughout the project year;
- Track project progress through Monthly Reports and Bi-Weekly timesheets.

#### Supervision & Management

- Provide oversight and guidance to any VISTA Leaders;
- Supervise or provide management support to supervisors of VISTA members placed at THN;
- Meet bi-weekly with each VISTA direct report;
- Provide on-going coaching, supervision, and feedback to VISTA direct reports.

#### Training Plan & Curriculum Development

- Assist in identifying and assembling subject matter for training of AmeriCorps VISTA Members and set up training via webinar;
- Conduct training needs assessments;
- Develop courses, curriculum, and training modules for use with THN VISTA member(s) and other host sites;
- Ensure that the racial, cultural, and class diversity within the team is honored and taken into consideration when developing and implementing dialogue and training;
- Assist members with development of related project training curriculum and training plan for community partners.

### Evaluation and Reporting

- Maintain record keeping systems for the program and improve as needed;
- Contribute to and assemble program related reports for the Corporation for National and Community Service;
- Review, verify, analyze and document program performance, progress and impact via regular programmatic reports from sites;
- Attend meetings and workshops to increase awareness and understanding of the program and its functions;
- Prepare and assist in the preparation of written materials for printing and distribution (e.g., flyers, newsletters, promotional advertisements, posters, press releases);
- Respond to questions from members and constituents regarding the program;
- Work closely with the Texas office for the Corporation for National and Community Service;
- Coordinate with the Director of Development & Communications and collect and gather data and stories on the VISTA program to inform and highlight the program to funders and constituents via required federal reporting, media releases, and other online communication outlets.

### Other

- May assist with developing grant applications that support the area of service and support;
- May supervise and/or coordinate the project work of others;
- May perform other duties as assigned consistent with current duties and responsibilities.

### **QUALIFICATIONS:**

- 1 to 3 years of relevant work experience &/or experience with National Service programs; completed term(s) with AmeriCorps strongly preferred
- Understanding and commitment to THN's mission and strategies and to all its programs and initiatives;
- Experience working with nonprofit organizations is preferred;
- Knowledge of AmeriCorps federal regulations, provisions, and other AmeriCorps VISTA-specific program directives is preferred;
- AmeriCorps VISTA program and member management experience is strongly preferred.

- An understanding of homelessness and the role homeless crisis response systems (CoCs) play in ending homelessness is preferred;
- Ability to manage multiple tasks simultaneously and meet multiple deadlines with excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team;
- Strong verbal and written communication skills;
- Excellent customer service skills;
- Ability to relate to, and engender trust with people of different genders, ages, races, ethnicities, and socioeconomic statuses;
- Thorough knowledge of Microsoft Office and Google+ programs;
- Equivalent work experience may be substituted for these requirements.
- Criminal Background Check Required

#### **WORKING CONDITIONS:**

- This position is eligible to be fully remote; Preference will be given to those living within Texas.
- Must be available to work (evenings and weekends) to meet deadlines

#### **PAY AND BENEFITS:**

- This is a part time position (32 hours a week) that pays \$21/hour.
- The position is funded until **May 31st, 2022**. There is a possibility of **continued employment if new project funding is awarded in June 2022**.
- Benefits provided include health insurance, dental insurance, paid time off- including parental leave, and a matching retirement plan

#### **HOW TO APPLY:**

Email a cover letter, resume, pronouns, and list of three references to [hr@thn.org](mailto:hr@thn.org). Interviews are scheduled on a rolling basis. Position will be open until filled. No phone calls, please.

We are committed to employment equity and encourage applications from all qualified candidates. Priority consideration is given to people with lived experience of homelessness.

THN is an equal opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.