



JOB DESCRIPTION

Position Title: AmeriCorps VISTA Member
Status: Temporary 1 year, volunteer (with monthly living allowance and other benefits)
Supervised by: Lauren Hall, Development and Communications Director

Job Summary:

The AmeriCorps VISTA will focus on expanding the Cincinnati Community ToolBank's Tool-Lending Program, which serves charitable organizations in the Cincinnati community by putting high-quality tools in the hands of volunteers and agencies. In doing so, the AmeriCorps VISTA Member will also work to increase the ToolBank's brand awareness as well as recruit new member agencies. This is a 12 month volunteer position with benefits funded by the AmeriCorps Volunteers in Service to America (VISTA) program. Benefits include a monthly living allowance and End of Service Stipend or Segal AmeriCorps Education Award to pay for college, graduate school, or existing qualified educational loans.

Full list of position benefits is located on the 3rd page of this document.

Essential Functions:

- Generate overall brand awareness for new member agencies and develop member retention strategies
- Develop and implement a permanent volunteer program that identifies, selects, and supports volunteers based on the needs of the organization
- Research grant opportunities and evaluate grant/funding opportunities
- Assist with fundraising and development projects and events

Customer Service/Internal Communications

- Positive and polite interactions with donors and member agencies
- Communicate with internal staff on schedule and warehouse needs
- Work as a team to fulfill the ToolBank's mission

Skills and Specialized Knowledge:

- Effective oral and written communication skills
- Ability to work as a team player in a fast-paced environment
- Superior organizational capabilities

- Team-orientated
- Computer literacy and ability to learn POS software
- Interest and experience in marketing, social media, and public speaking
- Work flexibility, including occasional evenings and weekends
- Ideal candidates should have an interest in working for a not-for-profit, has a history of volunteer service, and has experience in volunteer management and/or fundraising

Education/Experience:

- Associate degree or higher is preferred
- Valid driver's license with satisfactory driving record

Full list of position benefits is located on the 3rd page of this document.

Please send resume and cover letter to Lauren Hall at Lauren.Hall@ToolBank.org with the subject line "AmeriCorps VISTA Application". If you have questions about this position, please call 513-246-0015.



Benefits of AmeriCorps VISTA



Living Allowance

Receive a modest bi-weekly living allowance to cover basic expenses.



Non-Competitive Eligibility (NCE)

NCE is a unique hiring path which makes it easier for federal agencies to hire you.



Relocation Allowance

If you move 50+ miles from your home to a new community, you receive relocation travel assistance and a settling-in allowance.



Professional Development Training

Attend in-person and virtual professional development opportunities throughout the year.



End of Service Award

Choose between a Segal Education Award (\$6,095) to pay for a range of education expenses or a cash stipend (\$1,800).



Child Care

You may be eligible to receive a child care benefit if you have children under the age of 13.



Healthcare Benefit

Choose between reimbursement for healthcare or a healthcare plan. Dental and vision are also included.



And many more benefits...

You can find them at VISTACampus.gov/in-service/benefits-service.



How to Apply

1. CREATE A PROFILE



Create a profile on my.americorps.gov.

2. SEARCH OPPORTUNITIES



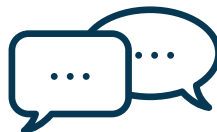
Go to my.americorps.gov and search for AmeriCorps VISTA opportunities that are of interest to you.

3. APPLY



Once you find the AmeriCorps VISTA project right for you, submit an application.

4. INTERVIEW



If selected by the project, you'll be contacted for an interview.

5. BEGIN SERVICE



Attend training and begin your year of service, if selected for the position.

Who Can Apply

- AmeriCorps VISTA members must be 18 and over.
- AmeriCorps VISTA service is open to U.S. Citizens, U.S. Nationals, Lawful Permanent Residents and persons legally residing in a state that have one of the following legal residency classifications: refugee, asylum or asylee, or temporary protected status.